

 <b>DW TOWER, INC.</b>	<b>HUMAN RESOURCES</b>		
	POLICIES AND PROCEDURES		
SUBJECT	ISSUED	REVISED	NO.
<b>Civic and Jury Duty, USERRA</b>	03/01/2007		H-325
APPROVED			
<i>Approved with Policy A-100</i>			
President			

**PURPOSE:** D. W. Tower, Inc. urges employees to fulfill their civic duties. To that end, D. W. Tower, Inc. provides reasonable time to fulfill those obligations.

**POLICY:** The Civic Duty/Reserve Duty policy provides employees time off with pay for absences from work necessary to fulfill a civic responsibility, such as: jury duty, appearing as a subpoenaed witness for the Company, voting, and responding to military orders.

Employees requesting a leave of absence in response to military reserve training or a call to active duty shall be granted such leave and afforded all reemployment rights as required by the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and USERRA.

**SCOPE:** All full-time active employees are eligible for benefits under this policy.

Employees are not eligible for benefits under this policy as a party in a civil or criminal lawsuit, except when acting in his or her capacity as an employee.

**PROCEDURES:**

1. Managers are responsible for enforcing this policy.
2. Upon receiving notice of the need for leave under this policy, employees shall give the notice to their immediate supervisor for review. Employees must provide a copy of the summons.
3. Employees subpoenaed for jury duty or required to attend court proceedings will be paid at their regular base rate of pay for scheduled hours of work missed and may keep any jury duty or witness fees.
4. Employees serving normal military reserve duty will receive their regular rate of pay for scheduled hours of work missed offset by the amount of military pay received. Paid time off for military reserve duty will be limited to two (2) weeks during any calendar year.
5. Military Leave required for annual, short-term military duty and/or for active duty, will be approved in accordance with applicable federal and state regulations,

regardless of the length of employment and the actual hours worked. The employee retains all rights in employment as provided by USERRA.

6. Employees shall keep their supervisor informed of their status while on leave.
7. Time spent on jury duty, as a subpoenaed witness, or voting will not be counted as hours worked when calculating overtime pay.

**Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.**

No changes will be made to this policy or any deviations authorized without the express written permission of the President.