

**INLAND EMPIRE
UTILITIES AGENCY**

Administrative Policies
and Procedures Handbook

Document No.: A-68
Page No.: 1 of 2
Revision No.: -5-
Effective Date: 04/10/08
Enabling/Authorizing
Document: N/A

SUBJECT: MEAL REIMBURSEMENT FOR UNSCHEDULED OVERTIME

1.00 PURPOSE

The purpose of this policy is to establish guidelines for the reimbursement of meal costs when an employee is **required** to work unscheduled overtime.

2.00 PROCEDURE

- A. Only an employee who is **required** to work in excess of three (3) hours of **unscheduled** overtime shall be eligible for the reimbursement of meal expenses. An employee, who is **scheduled** to work overtime as provided for in this policy, shall not be eligible for the reimbursement of meal expenses.
- B. Unscheduled overtime is defined as hours worked, in excess of a previously approved schedule, which are **required** and approved by the Agency, and the employee received ten or less hours of notice (i.e., being called-in, called-back, or staying over at the conclusion of a shift).
- C. Each employee who is **required** to work unscheduled overtime in order to perform official Agency business, shall be reimbursed for the actual cost of meal expenses, up to the maximum amounts stipulated in Section 2.04.
- D. The maximum amount that shall be reimbursed for overtime meals, including tax and gratuity, shall be limited to ten dollars (\$10.00) per meal. Employees shall be limited to one (1) overtime meal in any eight (8) to ten (10) hour period of overtime, or as authorized by the immediate Supervisor in emergency situations.
- E. Within ten (10) calendar days following the date an employee is **required** to work unscheduled overtime, he/she shall submit a "Petty Cash Reimbursement" available on PIPES. Receipts are **required** and shall be attached to the "Petty Cash Reimbursement" form. Requests for overtime meal reimbursement that are not accompanied with a receipt, do not identify the restaurant where the meal was purchased, or not submitted within ten (10) calendar days of the date the unscheduled overtime was worked, shall not be approved.

2.00 PROCEDURE: (con't)

- F. All compensated overtime meals must be purchased within eight (8) hours after the overtime shift is completed.
- G. The reimbursement for overtime meal expenses shall be processed in accordance with Agency Policy Number A-02, Petty Cash Reimbursement Requests.
- H. Overall daily administration, application and periodic review of this Policy shall be the responsibility of the Manager of Human Resources and Support Services.

3.00 EXHIBITS

None.

APPROVED:



Dean Martin
Executive Manager Finance and Administration