

# Food/Meal Guidelines for District Meetings and Employees

Park Hill School District

Updated March 9, 2020

## General Guidelines

- Guidelines Apply to Employees Only & Documented Committee Members Only
- No Alcohol Paid for from District/School Funds
- For purpose of these guidelines,
  - Breakfast: Prior to 11:00 AM
  - Lunch: 11:00 AM to 4:00 PM
  - Dinner: After 4:00 PM
- Monies spent on employees for “appreciation” or “reward” is considered compensation and is required to be included on employee’s W-2.
- Employees should be mindful of public perceptions of using student activity funds (money raised by students) on employee food.
- The Superintendent has the authority to approve exceptions to these guidelines.

## Individual Purchase or Reimbursement of Breakfast, Lunch or Dinner

### I. Outside School District

- a. Overnight Travel (Travel Outside the School District that includes an overnight stay outside of the school district)
  - i. Meals Provided by Conference
    1. Funds: Approved in Fund 101 (general) or 105 (student activity)
  - ii. Per Diem (minus Meals Provided by Conference or by Vendor) During Time Period of Travel
    1. Funds: Approved in Fund 101 (general) or 105 (student activity)
    2. Notes
      - a. “Continental Breakfast” is not counted as breakfast and employee is eligible for per diem
      - b. Receptions are not counted as Lunch OR Dinner and employee IS eligible for per diem
- b. Local Travel (Travel within 50 miles of School District that does not include an overnight stay)
  - i. Trainings or meetings paid from district/school funds
    1. Meals Provided by Training/Meeting
    2. Funds: Approved in Fund 101 (general) or 105 (student activity)
    3. Meal consumed DURING time period of meeting (agenda required) and individual employee is asked to pay for meal
      - a. Reimbursement approved in Fund 101 (general) or 105 (student activity)
    4. Meal eaten during a scheduled break within the program is responsibility of the employee

**II. Within School District**

- a. No individual availability for reimbursement or district pay

## Group/Team/Committee Events (i.e. Training, Meetings)

**I. General Information**

- a. The time of day that work is scheduled or completed by employees is NOT a factor in determining eligibility of meals funded by the school district.
- b. Work should be scheduled such that employees have time for breaks to consume a meal provided by the employee.
- c. For the purpose of this section, snack/refreshment purchases are generally accepted at all meetings. See cost guidelines below.

**II. Meals May Be Provided and Paid for by School District**

- a. Any district-organized meeting occurring during lunch or dinner hours that includes one or more community members (not employed by the school district)
- Note: Agenda and Sign-In Sheet Required (when feasible)
  - Note: Spouses of Employees are not considered community members for the purpose of this section
  - Note: Consultants/vendors may be included only when a part of a district-organized meeting.
- b. Event requiring continuous attention of two or more employees where 30-minute break during typical lunch or dinner hours is not feasible (non-exempt workers stay on the clock) or is determined to impact the quality of the meeting outcomes
- i. Examples
    1. High School Registration
    2. Principal Meeting with Staff
    3. Beginning of Year Administrator Assistant Meeting
  - ii. Note: Agenda and Sign-In Sheet Required
- c. Critical Work between 5:00 PM and 8:00 AM of indeterminate length or unscheduled (less than 8-hour notice)
- i. Example:
    - a. Power Outage
    - b. Emergency Maintenance Work
    - c. Technology Upgrades
  - ii. Note: Agendas not required
- d. Large all school staff events where a meeting agenda and sign in sheet are not feasible and are for the purpose of team bonding or social gathering will have the following restrictions:
- i. These events will be limited to three times a year.
  - ii. Food allowances must be followed. The number of attendees being feed will need to be stated on the requisition so per person allowance can be determined.
  - iii. These events must take place at a PHSD location.
  - iv. Examples of such events are beginning and ending of the school year appreciation events, Family Fun Nights, staff holiday parties.

**III. Meals Not Paid for by School District**

- a. Breakfast (as a meal) are not paid with district funds
  - a. Note: Meeting organizers should consider snacks in lieu of breakfast.

**IV. Kitchen/Lounge Supplies**

- a. Purchased from Food Service from Fund 1 and 5
- b. Supplies for non-district equipment (i.e. Keurig, employee refrigerators) are not to be paid from district funds

**V. Cost Guidelines**

- a. Travel
  - i. Per Diem (For Reference)
    - 1. Breakfast - \$15.00
    - 2. Lunch - \$20.00
    - 3. Dinner - \$25.00
  - ii. Time Period Eligibility
- b. Other
  - i. Cost Per Attendee
    - 1. Refreshment/Snack - \$5.00
    - 2. Lunch - \$12.00
    - 3. Dinner - \$14.00\* (\* not from grant funds)

**VI. Requisition Information required for approval.**

- a. Items required on a requisition for approval for snacks
  - i. The number of staff members
  - ii. Event name, group name
  - iii. Date of event
  - iv. Location of event
  - v. Time frame of the event
  - vi. No agenda or sign in is required.
- b. Items required on a requisition for approval for working lunch and working dinner
  - i. The number of staff members
  - ii. Event name, group name
  - iii. Date of event
  - iv. Location of event
  - v. Time frame of the event. – Since this is a working event, the event should cover more time than a normal lunch. The standard is a 2-hour event from 11:00 – 1:00 pm. There should be no longer than a 15-minute break. A 30-minute break would allow the staff to get their own lunch.
  - vi. An agenda and sign in sheet are required