

POLICY: Overtime Meal Claims/Vouchers

Program Area: Support Services

Section: Nutrition and Food Services

Reference Number: ORG.1912.PL.013

Approved by: Regional Lead- Corporate Services and Chief
Financial Officer

Date: Issued 2023/07/25
Revised 2024/11/15



PURPOSE:

To ensure consistent process and forms are used across the region for processing Overtime (OT) Meal Premiums for the collective agreements.

BOARD POLICY REFERENCE:

Executive Limitation (EL-3) Treatment of Staff
Executive Limitation (EL- 8) Compensation and Benefits

POLICY:

Employees who are required to work overtime, without advance notice, in excess of 2 hours immediately following their regular full-time daily hours shall be entitled to the meal premium as per their collective agreement. Reference the applicable Collective Agreement for meal premium/meal allowance for amount and eligibility.

IMPORTANT POINTS TO CONSIDER:

- This policy does not apply to Agency Employees, as they do not fall within the collective agreements.
- For employees selecting the OT Meal Voucher ORG.1912.PL.013.FORM.01, the employee (EE) will pay for any extra food/beverage costs that are over the allotted amount.
- The OT Meal Voucher is valid for food items during cafeteria operating hours.
- The OT Meal Voucher applies for 1 meal, has no cash value and no change is issued if the full amount is not used.
- A meal is valued up the total cost as per the Collective Agreement.
- Some facilities do not have an operating cafeteria. Connect with Nutrition and Food Services department to learn what options are available to select from.
- OT Meal Vouchers are only to be used by the employee who worked overtime and was provided with the authorized OT Meal Voucher.

PROCEDURE:

1. The Manager or designate completes and signs the Overtime Approval Form whenever a staff member works overtime.
2. On the Overtime Approval Form, the Manager or designate will indicate whether the employee selects the OT meal voucher or whether they select the meal premium to be paid through payroll. If payment is indicated, it will be included on the same pay in which the overtime is paid. The meal premium/allowance will be expensed to the same department as the overtime.
3. If the EE chooses to take an Overtime Meal Voucher in lieu of being paid for the meal premium /allowance, the EE is provided with an Overtime Meal Voucher, authorized by the Manager or designate.
4. The employee who worked overtime, then picks up the food items at the facility cafeteria and presents the authorized meal voucher to the dietary cashier.
5. The dietary cashier writes the date and dollar value of the meal on the voucher. The dollar value is not entered in the cash register. The vouchers are kept in an envelope and given to the Lead – Nutrition and Food Services.
6. OT meal vouchers will be accumulated by Nutrition and Food Services. Monthly, they will be tallied and submitted to the Business/Administrative Office.
7. At the end of the month, the Business Office Clerk will accumulate the vouchers, total them and charge to a separate cafeteria amount.
8. Finance will make an entry to record the meal day and credit the applicable account.

SUPPORTING DOCUMENTS:

[ORG.1912.PL.013.FORM.01](#) Overtime Meal Voucher

REFERENCES:

Overtime Approval Form
Collective Agreements