CITY OF DUBLIN

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ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 1.6
TO: All Directors & Assistants
FROM: Jane S. Brautigam, City Manager
SUBJECT: Provision of Meals to Employees under Unusual, Emergency, or Special Conditions
DATE: March 1, 2008
Supersedes and Replaces Administrative Order 1.6 dated 02/08/05 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is to establish a policy governing the provision of meals to City employees under unusual, emergency, or special conditions. Questions regarding this policy should be directed to Human Resources.

II. POLICY

When employees are required to work under unusual, emergency, or special conditions (e.g. snow removal, special events, and disasters, etc.) where meal breaks are not practical or possible, the City shall provide meals or a meal allowance to these employees. The City will use the method, means, and procedures for providing such meals, which are most effective and efficient given the situation faced by the City.

III PROCEDURE FOR PAYMENT FOR MEALS

For the purpose of snow removal and/or other winter weather related events, between the dates of November 15 and April 15, the following procedure will apply:

Meals will be provided under unusual, emergency or special conditions as determined by the Director initiating the call-in and/or extended work schedule, or his/her designee, where meal breaks are not practical. The employee will

receive a meal or a meal allowance of $10.50 when he or she is called in without prior notice and works at least three hours prior to the employee's regular work schedule in addition to a regular 8-hour shift (i.e., works a total of 11 hours or more), or when required to work 3 hours or more beyond the employee's regularly scheduled 8-hour shift without prior notice (i.e., works 11 hours or more). In the event an employee is called in without prior notice on a regularly scheduled day off and works 11 hours or more, a meal or a meal allowance will be provided. The employee is responsible for providing his or her own meals when having received prior notice of working an extended shift or transitioning into a 12-hour shift. An employee will receive only one meal or meal allowance per 24-hour period.

In the case of special events and disasters, where it is not practical for the employee to leave the assigned location, the City shall provide a meal or meal allowance in the amount not to exceed $10.50 to those employees who work a minimum of eleven (11) hours in a 24-hour time period**.**

Meal allowances will be processed through payroll and included in the paycheck for the pay period in which the allowance was earned. Receipts will no longer need to be submitted, and will not be reimbursed through petty cash.

IV. POLICY DIRECTION

This policy requires the use of discretion and good judgment on the part of all Directors and supervisory personnel in the application of its provisions. The standard governing the application of this policy shall be one of "reasonableness and appropriateness". Directors and Supervisors shall be held accountable for their application of this policy.