



## Memo

Date: 2/4/17

To: Partnership Staff

From: Melissa Guajardo, Administrative Director

Re: Working lunch policy

The Partnership recognizes that there are times when meetings take place over a working meal- Breakfast, lunch or dinner. The Partnership also recognizes the importance an off-the-clock 30 minute lunch break and staying within our budget.

Please follow these guidelines when scheduling meetings or attending working meals:

- 1) Please do not schedule meetings during meal times for ourselves or partners
- 2) If Partnership staff are engaged in the conversation with partners about when to schedule a meeting a meal time meeting should be discouraged
- 3) If a meal time meeting with the expectation that people will eat during the meeting is scheduled by a partner, Partnership staff may attend.
  - a. Partnership staff will be reimbursed for this meal based on the per diem rate
  - b. If it is a lunch time meeting non-exempt Partnership staff must adjust their work schedule to ensure a mid-day 30 minute break is observed. If this is not possible due to other meetings,
    - i. Please complete the overtime approval form and submit it to your supervisor ahead of time, when possible, to ensure appropriate pay.
    - ii. Please note on your timecard the 30 minutes lunch period you did not get and why.
  - c. If this is a dinner time meeting, non-exempt staff should adjust their work schedule to maintain an 8 hour day.
- 4) One-on-one meetings over coffee are not reimbursable.

Please see me if you have questions.