

Meal Reimbursement Policy

Meal expenditures in connection with meetings of County personnel are generally not reimbursable. The use of County funds to pay employee food costs (meals, office snacks and beverages) during an employee's regular work hours is not an acceptable practice unless the reimbursement falls within one of the following special exceptions:

- (1) When employees are required to participate in a non-recurring event such as a retreat, training, workshop or seminar when breaking for a meal would disrupt the event or not be feasible.
- (2) When employees are required to participate in a business meeting outside of the regular work hours when such work would interfere with a meal.
- (3) When employees without advance notice are assigned to work in remote locations where food is not available, and it is unreasonable to have expected the employee to bring food from home (When regularly assigned or when advance notice is given, no meals will be reimbursed.)
- (4) When employees are assigned to respond to an emergency situation, including but not limited to fire, flood, earthquake, civil unrest, search and rescue, or other similar occurrence.

For the above exceptions:

- (a) The reimbursement request must include a statement of the business rationale of the event;
- (b) The reimbursement must be approved by the Board of Supervisors or the County Administrative Officer ("CAO") or, in the absence of a CAO, by the Auditor. Because reimbursement will not be made without such approval, department heads are encouraged to gain approval prior to incurring the expense. [Exception Nos. (1) and (2) must always have preapproval.] Unapproved expenditures shall be considered an unauthorized use of County funds, and shall be a personal expense of the individual incurring the charge.
- (c) The expenditures must be budgeted in advance by each department, except as to Exception No. (4) above.
- (d) Purchases must be paid for at the time of purchase. This will prevent community vendors from waiting for payment or not being paid in the case of an unapproved expenditure.

The foregoing limitations on the expenditure of Plumas County funds for employee meals or beverages shall not apply when the County has a duty to provide meals or beverages as a result of State or Federal laws or regulations such as 8 California Code of

Regulations Section 3395(c), which states the following for outdoor places of employment:

(c) Provision of water. Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable, including but not limited to the requirements that it be fresh, pure, suitably cool, and provided to employees free of charge. The water shall be located as close as practicable to the areas where employees are working. Where drinking water is not plumbed or otherwise continuously supplied, it shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in subsection (h)(1)(C), shall be encouraged.

This Policy does not change the standing County policy regarding in-County hosting.

[Adopted by the Plumas County Board of Supervisors on August 15, 2006; revised November 3, 2015.]