

CITY OF FROSTBURG

Meal Purchasing Policy for Overtime Work

December 2024 (Resolution 2024-##)

I. Purpose:

The purpose of this policy is to outline and provide direction for meal allowance for the City's field workers when emergency situations require employees of the Water, Street, and/or Parks and Recreation Departments to work longer than their typical 8-hr shift. Overtime shifts may be required to respond to winter storm conditions, water line breaks, sewer backups, facility emergencies, fires, and other events and activities directly related to government services. Generally, during overtime service, City employees are eligible for a meal allowance as follows.

II. Policy:

- A.** The meal allowance for City employees is \$11.00 per meal.
- B.** On weekends or non-work days, an employee who works at least 5 hours, but less than 8 hours is eligible for one meal allowance.
 - i.** Example: An employee works from 6 am to 12 pm on a Saturday, which would entitle them to one meal allowance.
 - ii.** Example: An employee works from 9 am to 12 pm on a Saturday. They are called back to work from 6 pm to 9 pm. The employee would be eligible for one meal allowance.
- C.** On weekends or non-work days, an employee who works 8 hours or more is eligible for 2 meal allowances.
 - i.** Example: An employee works from 6 am to 6 pm on Saturday. The employee would be eligible for 2 meal allowances.
- D.** On a scheduled work day, an employee who works at least 3 hours longer than a normal 8-hour shift is eligible for one meal allowance.
 - i.** Example: An employee who works a normal shift from 7 am to 3 pm and then is held for overtime until 6:00 pm. The employee would be eligible for one meal allowance.
 - ii.** Example: An employee works a normal shift from 7 am to 3 pm. The employee is called back to work from 6 to 9 pm. The employee would be eligible for one meal allowance.
- E.** On a scheduled work day, an employee who works at least 6 hours longer than a normal 8-hour work day is eligible for 2 meal allowances.
 - i.** Example: An employee is called into work early at 5 am, works their normal 7 to 3 pm shift, and then is called back to work from 6 to 10 pm. The employee would be entitled to 2 meal allowances.