

SECTION - SUPPORTIVE SERVICES
ADMINISTRATIVE DIRECTIVE NO. 652
(Replaces A.D. No. 652 dated 11/9/06)

Effective Date: June 14, 2007

SUBJECT: OVERTIME MEAL TICKETS/ALLOWANCE

I. PURPOSE

The purpose of this directive is to comply with the State's Bargaining Units' Memorandum of Agreement and to timely issue overtime meal tickets as requested.

II. AUTHORITY

Bargaining Units' Memorandum of Agreement.

III. POLICY

It is the policy of Coalinga State Hospital (CSH) that under specific conditions, employees covered by the Bargaining Units' Memorandum of Agreement will be allowed to receive an overtime meal ticket as earned.

IV. METHOD

A. Overtime Meal Tickets/Allowance:

1. Appropriate Meal Tickets/Allowance will be issued in accordance with the appropriate Bargaining Unit's Memorandum Of Understanding (MOU).
2. Meal Ticket, Form CSH-007 will be used.

B. Cafeteria Contractor:

1. The Cafeteria Contractor in the Administration Building (AB-180) will accept meal tickets as payment for meals provided by the Contractor.
2. The Contractor shall not provide change from the price of a meal ticket and meal tickets are not redeemable for cash from the Contractor.

C. Responsibilities:

1. Supervisors
 - a. Supervisors are to ensure the meal tickets are issued legitimately, legibly and completely to ensure accountability. Illegible meal tickets will not be honored by contractor or reimbursed by accounting.

- b. Supervisors are required to keep an adequate supply of overtime meal tickets in order to provide them in a timely manner to employees requiring issuance.
- c. Supervisors must return empty Meal Ticket booklets to the Cashier's Window (Building 30, Room 243).

2. Accounting Office

- a. Accounting is responsible for tracking and issuing the Meal Ticket forms to supervisors. Supervisors may request a booklet from the Cashiers Office (Building 30, Room 243).
- b. Accounting is responsible for the payment of the Contractor for properly submitted Overtime Meal Tickets.
- c. Accounting is responsible to ensure the proper and accurate tracking of payment of any method of overtime compensation to employees for at least three years.
- d. Overtime Meal Tickets may be submitted for cash reimbursement unless specifically not allowed by the Bargaining Unit's MOU.
- e. If cash reimbursement is allowed by the Bargaining Unit's MOU, the employee may surrender the Meal Tickets with a completed Travel Expense Claim.
- f. No more than one Travel Expense Claim for Meal Tickets can be submitted each month by an employee.
- g. All Overtime Meal Compensation (OMC) is taxable and reportable income when issued. The Accounting Office is responsible to ensure OMC is reported on the statement of earnings for affected employees. OMC is the face value of overtime meal ticket provided by the employer.



BEN MCLAIN
Executive Director (Acting)

Cross Reference(s):
CSH-007 Meal Ticket

Ticket No:

AMOUNT \$ _____ **(Maximum Meal Value)**
Fully Taxable At Face Value

ISSUED TO: (PRINT LEGIBLY)	CLASSIFICATION:	CB ID #
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THIS MEAL AUTHORIZATION TICKET WILL BE HONORED WHEN SURRENDERED FOR A MEAL AT THE CSH CONTRACT CAFETERIA WHEN PROPERLY COMPLETED.

REASON FOR MEAL:

OVERTIME (Check Box) OTHER (Describe) _____

DATE OVERTIME WORKED:	REGULAR SHIFT:	OVERTIME SHIFT:	LAST THREE DIGITS OF SS#:
DATE ISSUED:	PROGRAM/DEPARTMENT:	UNIT/WORK AREA:	
SIGNATURE OF EMPLOYEE OR VOLUNTEER:	NAME OF AUTHORIZING SUPERVISOR: (PRINT LEGIBLY)	SIGNATURE OF AUTHORIZING SUPERVISOR:	

Not Redeemable More Than 30 Days From Issue Date Unless Conflicts With Bargaining Unit Contract. (No cash back from contract cafeteria. Redeemable for cash when submitted on a Travel Expense Claim form at the CSH Accounting Department)

CSH-007 (New 08-06)
BLUE (EMPLOYEE) YELLOW (ACCOUNTING) PINK (TO BE RETAINED WITH THE BOOK)

Ticket No:

AMOUNT \$ _____ **(Maximum Meal Value)**
Fully Taxable At Face Value

ISSUED TO: (PRINT LEGIBLY)	CLASSIFICATION:	CB ID #
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