

**CAL POLY POMONA FOUNDATION, INC.**

**POLICIES AND PROCEDURES**

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<b>Subject:</b>	<b>Foundation Employee Meal Policy</b>	<b>Policy No.</b>	<b>201</b>
		<b>Old No.</b>	<b>1975-5</b>
		<b>Date:</b>	<b>08/26/75</b>
<b>Reference:</b>	<b>93-II-A, 298-II-D</b>	<b>Revision:</b>	<b>6/13/00</b>

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**POLICY**

It is the policy of the Cal Poly Pomona Foundation, Inc. to provide meals to employees working in Dining Service activities.

**PROCEDURES**

- A. Employees working in food service are identified as those employees whose time is charged to a food service related operating budget.
- B. Employees must be on duty in excess of four continuous hours to qualify for employee meals.
- C. Minimum meal values established by the California Employment Development Department for tax purposes will be used.
- D. Foundation Management will maintain records of employee meals for each employee for each pay period and provide this information to the Foundation Payroll Department for tax purposes.
- E. Employee meals shall be limited to two meals per day.