

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject:	Foundation Employee Meal Policy	Policy No.	201
		Old No.	1975-5
		Date:	08/26/75
Reference:	93-II-A, 298-II-D, 345-III-C	Revision:	6/13/00, 01/01/11

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. Employee meals shall be limited to a maximum of two meals per day.