

## Nonexempt Employees Overtime Meal Policy

### **Purpose**

The purpose of this policy is to establish guidelines for meals for employees called upon to work prolonged periods of overtime. The University shall, at its expense, provide employees working overtime beyond the normal eight-hour working day with a meal, subject to the following guidelines:

- Employees must work a minimum of four (4) hours beyond or in advance of their normal shift.
- Meals provided by the University will be taken in the University dining hall, if service is available.
- Should it be necessary to obtain a meal from off-campus food purveyors, the University will reimburse the employee up to per diem amounts (established each fiscal year). Receipts must be provided in order to obtain reimbursement.
- Employees either receiving reimbursement for purchased meals or taking meals in the dining hall will be on their own time during the meal period.
- Employees working on their normal day off or scheduled to work overtime shall provide their own meals unless they work over twelve hours in the time period.
- This policy does not apply to University Police or Tour Engineers.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

### **Administration of the Policy**

The Office of Human Resources is designated as the administrator of the policy. All questions regarding the policy should be referred to that office.

All policies are available on:

FSU Web Page

USM Web Page

FSU Employee Handbook

(Internal)