OVERTIME AND ARDUOUS MEAL ALLOWANCE 1044

(No. 55 October 1999)

The purpose of the overtime and arduous meal allowance is to enable employees to continue working, when required, before or after a regularly scheduled work day and when they cannot be expected to return home for a meal. Departments may either provide a meal or grant a meal allowance.

AUTHORITY 1044.1

(No. 55 October 1999)

State Administrative Manual (SAM) Section 0728 – overtime meals for nonrepresented (excluded) and represented employees.

Department of Personnel Administration (DPA) Rule 599.623 – overtime meals for excluded employees in Work Week Group 2.

Department of Personnel Administration (DPA) Rule 599.622 - overtime meals for represented employees.

Memoranda of Understanding (MOU) – MOUs contain additional information regarding overtime meals for represented employees.

DPA Personnel Management Liaison (PML) Memorandum 94-32 – arduous meals for excluded or represented employees in Work Week Group 4C.

REPRESENTED EMPLOYEES 1044.2

(No. 55 October 1999)

Represented employees who are required to work overtime may receive an overtime meal allowance for actual expenses, supported by a voucher (unless superseded by a Memorandum of Understanding), not to exceed the maximum prescribed in the applicable provisions of a Memorandum of Understanding. Refer to the applicable MOU for the authorized maximum amount. A receipt may be required by the unit.

On a regularly scheduled work day, regularly scheduled day off, or holiday, the employee must be required to report to work at least two hours prior to, or remain at least two hours past, his/her regularly scheduled shift.

When required to work for extended periods, the employee may be reimbursed for actual meal expenses for each additional six (6) hours worked after the first meal is earned. The amount per meal may not exceed the maximum amount prescribed for lunches in the applicable provisions of the MOU. No more than three overtime meal allowances may be claimed during any 24-hour period. The meal time itself shall not be included in the computation of overtime for purposes of this allowance.

In lieu of overtime meal reimbursement, if the department operates a facility for feeding employees, officers and guests, the department may furnish an overtime guest meal to the employee. The department must maintain a record of all guest meals furnished for this purpose. The employee may not claim reimbursement for an overtime meal or be furnished a meal free of charge if claiming per diem.

EXCLUDED EMPLOYEES IN WWG 2 1044.3

(No. 55 October 1999)

Excluded employees (i.e., employees not covered by a Memorandum of Understanding) in Work Week Group 2 who are required to work overtime may receive an overtime meal reimbursement of up to $8.00 per meal. (Amount per DPA Rule 599.623.) A receipt may be required by the unit.

On a regularly scheduled work day, the employee must be required to report to work at least two hours prior to or remain at least two hours past his/her regularly scheduled shift. On a regularly scheduled day off or holiday, the employee must work a minimum of 10 hours, not including meal breaks.

When required to work for extended periods of time, the employee may be reimbursed for actual meal expenses for each additional six (6) hours worked after the first meal is earned. No more than three overtime meal allowances may be claimed during any 24-hour period. The meal time itself shall not be included in the computation of overtime for purposes of this allowance.

In lieu of overtime meal reimbursement, if the department operates a facility for feeding employees, officers and guests, the department may furnish an overtime guest meal to the employee. The department must maintain a record of all guest meals furnished for this purpose. The employee may not claim reimbursement for an overtime meal or be furnished a meal free of charge if claiming per diem.

EXCLUDED EMPLOYEES IN WWG 4C 1044.4

(No. 55 October 1999)

When an excluded employee who is in Work Week Group 4C would be required to work for an extended period of time, the employee, with approval of the department, may claim the actual cost of an arduous work meal up to $8.00. (Amount per DPA Rule 599.623.) The employee must be required to work ten (10) hours or more (not including any breaks for meals) for an extended period of time. Such meals should only be approved when it is clear that the work schedule is consistently in excess of the employee's normal full time schedule. Occasional extra hours worked, consistent with the nature of an other than Work Week Group 2 work schedule, do not meet the criteria for arduous work meal reimbursement.

In lieu of arduous meal reimbursement, if the department operates a facility for feeding employees, officers and guests, the department may furnish an overtime guest meal to the employee. The department must maintain a record of all guest meals furnished for this purpose. The employee may not claim reimbursement for an arduous meal or be furnished a meal free of charge if claiming per diem.

REIMBURSEMENT PROCEDURES – EMPLOYEES 1044.5

(No. 55 October 1999)

1. Complete a Std. 262, Travel Expense Claim (TEC).
2. In Section 11 of the TEC put "Arduous meal claim" or "Overtime meal claim" as appropriate.
3. Attach TEC to the monthly time sheet or absence report and give it to the local Personnel Services Specialist.

   NOTE: Payment of the arduous/overtime meal will be issued in the form of an additional check. Appropriate taxes will be deducted.

REIMBURSEMENT PROCEDURES – PERSONNEL 1044.6

(No. 55 October 1999)

Note: Each month, Region and Unit Personnel Services Specialists need to provide a copy of the 555 (Labor Distribution Report, from the Sacramento Accounting Office) to their Finance Office to facilitate reconciliation of PACMANS and CALSTARS.

1. Audit TEC for completeness.
2. Complete Std. 671 (Miscellaneous Payroll/Leave Actions).
3. Refer to the PPM (State Controller's Payroll Procedures Manual), Section G, "Overtime Meal Money," for keying instructions and key.

COMPLETING THE STD. 671:

ITEM #	ACTION
1	Enter "0"
2	Enter the pay period in which the overtime meal payment is due.
3	Enter the year the overtime meal payment is due.
4	Enter Forestry and Fire Protection
5	Enter Batch ID number from the PIP screen.
6	Enter date information is keyed into PIP.
7	Enter PSS initials.
8	Enter employee's social security number.
9	Enter employee's initials.
10	Enter employee's last name.

11	Enter employee's agency code.
12	Enter employee's reporting unit code.
13	Enter employee's class code.
14	Enter employee's serial number.
15	Enter "95". See the PPM Section G Awards.
16	Leave blank.
17	Leave blank.
18	Enter Alternate Funding Code – complete if payment request is for an alternate funding position listed in item 22.
19	Verify the rate entered on the Travel Expense Claim, enter that amount.
20	Leave blank.
21	Leave blank.
22	Code: alpha or numeric Agency: complete if payment request is to be charged to an agency code other than the employee's Employment History position. Unit : **DO NOT** enter regular unit code. Instead enter the special overtime/arduous unit code from the chart below. Serial : Enter "976" (all overtime/arduous meal payments shall be charged to this code.)
23	Leave blank.
24	Enter the total amount to be paid. If there is more than one page in the batch, put the total amount on the last page.
25	Leave blank.
Signature, phone, and date	The PSS completing the form is required to sign and date the form before keying.

Note: All overtime/arduous meal payments shall be charged to serial code "976".

Operating Expense and Equipment Numbers – Use for Item 22

Unit	Use these unit numbers for item 22 of the Std. 671
Northern Region Headquarters	190
Humboldt-Del Norte Unit	191
Mendocino Unit	193
Sonoma-Lake-Napa Unit	194
Santa Clara Unit	196
San Mateo-Santa Cruz Unit	197
Cascade Area Office	290

Butte Unit	291
Lassen-Modoc Unit	292
Shasta-Trinity Unit	293
Siskiyou Unit	294
Tehama-Glenn Unit	295
Nevada-Yuba-Placer Unit	296
Southern Region Headquarters	490
Fresno-Kings Unit	491
Madera-Mariposa-Merced Unit	494
Tulare Unit	496
Amador-El Dorado Unit	497
Tuolumne-Calaveras Unit	498
San Benito-Monterey Unit	499
South Area Office	390
Riverside Unit	392
San Bernardino Unit	393
San Diego Unit	394
San Luis Obispo Unit	396
Sacramento Headquarters & State Fire Marshal	999
Resources Agency	Use employee's reporting unit

*Note: The first number identifies the region, the second denotes the "OE&E" unit number to be charged.

(see next section)

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(see Forms or Forms Samples)