



**Administrative Regulations  
Office of the Mayor**

**Title: MEAL ALLOWANCE**

**A.R. Number: 5.3 Effective Date: 2/1/2007 Page: 1 of 1  
Supersedes: Meal Allowance A.R.: 5.3 DATED: 8/9/2006**

**I. POLICY**

When an unanticipated situation requires an employee to work beyond the regular work schedule, the City will provide the employee with a meal allowance of \$10.00 to purchase food pursuant to this policy.

**II. PROCEDURES**

The following guidelines shall govern the payment of meal allowances:

1. The work to be performed must be unanticipated, and therefore, unscheduled in nature.
2. An employee must work at least two consecutive hours beyond their normal work schedules to be eligible for the meal allowance.
3. Except as herein stated, all employees required to work and meet the qualifications, should receive the allowance. This includes exempt and non-exempt classifications with the following exceptions: (1) Members of the Department of Police, (2) Members of the Department of Fire and Emergency Services, and (3) Department Directors/Agency Director, and Deputy Directors.

**III. REGULATION UPDATE**

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

**APPROVED:**

**MAYOR**