

**Placer County Deputy Sheriff's Association
Labor Negotiations - 2021**

**County Proposal No. 4
November 30, 2021**

Amend Article 14, Section 14.2:

14.2 – MEAL REIMBURSEMENT

The Department Head or designee must authorize all meal allowance expenditures in advance.

- a. **Meal Allowance for Meals Directly Related to County Business.** Attending a breakfast, luncheon, dinner or other meal meeting or gathering where the main purpose is to conduct business directly affecting the County, County business is actually conducted during the meal period, and there is some specific County business benefit contemplated by County employees at some future time.

There must be a specifically identifiable reason for conducting the County's business during the meal. Examples of allowable business meals include when it is impractical to meet during normal working hours, or a meeting does not adjourn during lunch, or an employee is required to go to lunch as a member of a group, such as a Board or Commission where official business is conducted, or when the meal otherwise takes place in a clear business setting.

- b. **Meal Allowance for Overnight Travel.** Employees will receive a per diem rate for meals when traveling on County business on a temporary basis (one year or less), that results in the employee being away from the location of his or her principal place of business overnight.
- c. **Meal Allowance due to Emergency Situations.** Department heads or their designee, ~~with the prior verbal approval of the County Executive,~~ may authorize meal allowance expenditures for employees during emergencies or extraordinary or unusual circumstances such as natural disasters, severe inclement weather, imminent or actual failure of county facilities, systems or processes, a health or safety emergency or threat, or extended search and rescue activities. ~~Such verbal approval is effective for not more than 72 hours but may be extended by written approval of the County Executive for an indefinite period.~~

- d. **Employer Provided Meals.** *With the prior approval of the County Executive* the Department Head may provide, on County facilities, meals to County employees for a substantial non-compensatory reason in one of the following circumstances:
- i. Employees on shift that are required by their direct supervisor to stay on the work site in case they are needed for emergencies or other business needs during the meal period (example: A Sheriff's Deputy or Sergeant working in the jail);
 - ii. The nature of the assignment (not merely a preference) requires a short meal period.
- e. The Department Head or designee must authorize all meal allowance expenditures in advance. Meals and incidentals are reimbursed according to the Federal per diem GSA (General Services Administration) guidelines <http://www.gsa.gov> for the travel destination, if the travel is overnight and approved by the Department Head or designee. A receipt is not necessary to receive the per diem meal allowance amount. Information sufficient for the Auditor to determine that the allowance is being paid under one of the above provisions will be required prior to the allowance being paid.
- f. **Incidental Expenses.** An employee traveling overnight may receive the combined meal and incidental expense Federal Domestic Per Diem Rate to cover incidentals. The incidental amount is intended to pay for fees and tips given to porters, baggage carriers, hotel staff, etc.