

 <p style="text-align: center;">Massachusetts Department of Correction</p> <h1 style="text-align: center;">POLICY</h1>	Effective Date	5/30/2024	Responsible Division  Deputy Commissioner, Administration
	Annual Review Date	5/30/2024	
Policy Name	<p style="text-align: center;">103 DOC 214 EMPLOYEE MEALS</p>		
	M.G.L. Reference: M.G.L. c. 124, § 1 (c); Executive Office of Administration and Finance 801 CMR 4.03, <i>Rates</i> DOC Policy Reference:		
	ACA/PREA Standards:		
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Inmate Library Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Applicability: Staff	
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location: Department Central Policy File Each Institution's Policy File		
<p><b>PURPOSE:</b>  To establish standards, specifications, and proper procedures for employee meals within the Massachusetts Department of Correction (“Department”).</p> <p><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b>  Deputy Commissioner, Administration  Executive Director, Administrative Services  Superintendents  Institutional Food Service Director  Departmental Food Service Director</p> <p><b>CANCELLATION:</b>  103 DOC 214 cancels all Department policies, procedures, Commissioner’s bulletins and rules and regulations regarding employee meals which are inconsistent with this policy.</p> <p><b>SEVERABILITY CLAUSE:</b>  If any part of 103 DOC 214 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>			

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**214.01**

**STATE PROVIDED EMPLOYEE MEALS**

- A. Pursuant to the regulations as set forth by the Executive Office of Administration and Finance in 801 CMR 4.03, *Rates*, Department staff are required to purchase meal tickets at a cost of \$1.35 (plus meals tax) prior to the consumption of a state meal, whether from a staff dining room, or main line kitchen. The consumption of any portion of the offered menu, e.g. dessert, beverage, entree, constitutes a meal and, as such, requires the aforementioned reimbursement.
- B. The treasurer of the institution is responsible for the sale of meal tickets, collection of funds, transfer of revenue, and the accounting of unused meal tickets.
- C. The institutional Food Service Director shall ensure that all staff meals served are appropriately compensated with a meal ticket. Said tickets are to be collected and delivered to the treasurer's office on a daily basis.

**214.02**

**CONTRACT FOOD SERVICE EMPLOYEE MEALS**

The same provisions shall be employed as set forth in paragraphs A & B of the previous section for those institutions which have contract food services unless otherwise stipulated in the contractual agreement or as approved by the Executive Director of Administrative Services.

**214.03**

**CULINARY ARTS PROGRAM EMPLOYEE MEALS**

- A. Department staff and guests are required to purchase a culinary meal ticket prior to the consumption of a culinary meal. The cost of a culinary meal shall be established by the Director of Inmate Training and Education. A sales tax on meals shall be calculated and added to the established price.
- B. An individual designated by the Superintendent shall be responsible for the sale of culinary meal tickets, collection of funds, transfer of revenue, and the accounting of unused culinary meal tickets.
- C. The Culinary Arts Instructor shall ensure that all meals served are appropriately compensated with a culinary meal ticket.

#### **214.04**

#### **OVERTIME MEAL REIMBURSEMENT**

- A. Employees who work three (3) or more hours overtime, exclusive of mealtimes, in addition to their regular hours of employment or employees who work three (3) or more hours, exclusive of mealtimes on a day other than their regular workday shall be reimbursed for expenses incurred for authorized meals, including tips, in accordance with the respective collective bargaining agreement.
- B. Those individuals who accept a meal ticket for a meal from a staff dining room or consume an overtime meal from the main line kitchen shall forfeit said reimbursement. Individuals that purchase a meal from a Culinary Arts Program shall be eligible for reimbursement in accordance with the respective collective bargaining agreement.
- C. An Employee Reimbursement Form (located on the Department Intranet under the Administrative Services Division) shall be completed in order to be reimbursed. The Shift Commander or appropriate Supervisor shall sign the completed reimbursement form and submit the form along with validated receipts to Administrative Services within thirty (30) days of the cost incurred. If a receipt is unavailable to be submitted as supporting documentation for the reimbursement, e.g., the overtime meal was purchased from a vending machine, the reason for its unavailability shall be indicated on the Employee Reimbursement Form.
- D. Administrative Services shall process all reimbursement forms through the Human Resources/Cost Management System (HR/CMS) for payment. Reimbursement forms containing discrepancies, not completed properly, or lacking receipts/statement of receipt unavailability shall be returned to the respective employee for corrective action.

#### **214.05**

#### **TRAVEL MEAL REIMBURSEMENT**

- A. Employees on approved travel status and away from home for more than twenty-four (24) hours shall be reimbursed for meals in accordance with the respective collective bargaining agreement.
- B. Travel meal reimbursements are considered allowances and as such do not require receipts for same. Said reimbursements shall be included with other travel expenses and submitted on an Employee Reimbursement Form (located on the Department Intranet under the Administrative Services Division).

- C. The completed original Employee Reimbursement Form with the “wet” signature shall be forwarded to the Administrative Services Division.

**214.06**            **RESPONSIBLE STAFF**

The Executive Director of Administrative Services, under the direction of the Deputy Commissioner of Administration, shall implement and monitor this policy throughout the Department. The Executive Director of Administrative Services or their designee shall have access to all institutions and their fiscal records for audit purposes to determine compliance with this policy.

**214.07**            **RETENTION OF ACCOUNTING RECORDS/SOURCE DOCUMENTS**

The Department (facility/institution) copy of all fiscal documents shall be systematically filed to facilitate later retrieval for audit purposes.