

# Corporate Policies

**SECTION: BENEFITS**  
**SUBJECT: Meal Allowance**

POLICY/PROCEDURE NO. 5.6.0

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 1

SUPERCEDES POLICY DATED: New

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation recognizes that from time to time employees will be required to work beyond their normal workday and therefore will provide a meal allowance.

## **PURPOSE:**

To ensure that employees are aware of the meal allowance entitlement.

## **SCOPE:**

All non-union employees.

## **PROCEDURE:**

1. A meal allowance of ten dollars (\$10.00) will be provided to employees required to work in excess of two (2) hours beyond their normal workday.
2. Reimbursement of meal allowance is made by submitting the appropriate expense form, with meal receipts, to their supervisor.

## **ACCOUNTABILITY:**

Supervisors are fully accountable to ensure adherence to this policy as outlined.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton 1<sup>st</sup> Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

## **CONTACT:**

Human Resources Advisor, Human Resources Division. (905) 874-2546 or (905) 874-3377

