

## WVU Talent & Culture Policy

---

### WVU TALENT & CULTURE POLICY EMPLOYEE DINING

---

#### SECTION 1: PURPOSE & SCOPE.

- 1.1 The Employee Dining Policy establishes guidelines for providing free meals or Administrative Dining Plans to University Employees and qualifying dependents of certain Employees at University dining facilities. It also provides guidelines to document and monitor all meal benefits provided by the University.
- 1.2 This Policy applies to all Employee dining at all University-operated dining facilities.

---

#### SECTION 2: ADMINISTRATIVE DINING PLANS OR FREE MEALS.

- 2.1 All Employees shall pay for meals as any other customer of Dining Services, unless otherwise provided for by this policy.
- 2.2 Some Employees may be provided an Administrative Dining Plan or a free meal during their daily scheduled shift based on the applicable facts and circumstances.
- 2.3 Requests to provide free meals or an Administrative Dining Plan shall be made by the Employee's supervisor to the Executive Director for Dining Services.
  - 2.3.1 The Executive Director for Dining Services, in consultation with the appropriate University personnel, shall determine if the Employee is approved to receive a free meal during their daily scheduled shift.
  - 2.3.2 The Executive Director for Dining Services shall annually meet with, at a minimum, the Dean of Students and the Associate Vice President of Student Life to determine which Employees are approved to receive an Administrative Dining Plans.
  - 2.3.3 The Executive Director for Dining Services shall consult with University Tax Services to determine whether any free meals or Administrative Dining Plans are taxable and to ensure compliance with applicable laws and regulations.
- 2.4 If an Employee is approved to receive an Administrative Dining Plan or a free meal during their scheduled shift, the Employee shall be notified of such in writing.

## WVU Talent & Culture Policy

- 2.5 If an Employee is entitled to a free meal during the Employee's scheduled shift, the following requirements are applicable:
- 2.5.1 Employee meals are provided on premises only; "To-go" service is prohibited in all locations;
  - 2.5.2 Employees in quick service establishments should dine in a designated location close to their work assignments;
  - 2.5.3 As a cost containment measure, single service retail items are excluded from any free meal plan; and
  - 2.5.4 Unit managers may define other items for exclusion based on costs and items available in each location.
- 2.6 ***Emergencies.***
- 2.6.1 In emergency situations, as designed by the President, the Executive Director of Dining Services shall have the option to provide limited exceptions to this Policy, provided such exceptions are documented.
  - 2.6.2 Additionally, in the event of inclement weather, the Executive Director of Dining Services may provide meals of *de minimis* value to facility support and other essential personnel that are providing an emergency response.

---

### SECTION 3: DOCUMENTATION.

- 3.1 ***Free Meals.***
- 3.1.1 Each Dining Services Manager shall be responsible for maintaining a daily documentation accurately recording each Employee who received a free meal for each day.
  - 3.1.2 The daily documentation shall be aggregated into a weekly report and provided to the Executive Director for Dining Services so that an ongoing record of free employee meals is maintained.

## WVU Talent & Culture Policy

### 3.2 *Administrative Dining Plans.*

- 3.2.1 Administrative Dining Plans shall be monitored through the University's dining plan management system.
  - 3.2.2 Dining Services shall maintain a list of those Employees who have been issued an Administrative Dining Plan and the applicable terms and conditions for that Plan.
  - 3.2.3 The value of the Administrative Dining Plans shall be determined by Tax Services and valued based on the tax calendar.
- 

## SECTION 4: DEFINITIONS.

- 4.1 "Administrative Dining Plan" means an accommodation/benefit comprising of a Dining Services meal allotment furnished on a semestral basis without cost to recipients, and which like Dining Plans purchased by students, is tied to a WVU-issued ID and monitored through the University's dining plan management system.
  - 4.2 "Employee" means Faculty, Classified Staff, and Non-Classified Staff, as defined in Board of Governors Talent & Culture Rule 3.1.
  - 4.3 "Executive Director for Dining Services" means the University's Executive Director for Dining Services or his or her designee.
  - 4.4 "President" mean the University's President or his or her designee.
  - 4.5 "University" means West Virginia University, West Virginia University Institute of Technology, and West Virginia University Potomac State College.
- 

## SECTION 5: SUPERSEDES.

- 5.1 This Policy supersedes any University policy or procedure regarding this topic.
-