



# PORT AUTHORITY OF GUAM

GOVERNMENT OF GUAM

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Policy Memorandum 03-84

TO: Port Employees

SUBJECT: Meal Allowance

EFFECTIVE DATE: July 17, 1984

REVISION DATE: SEP 20 1984

APPROVED BY:

ROY B. DUEÑAS, General Manager

ALL REVISIONS ARE MARKED WITH AN ASTERISK (\*)

- I. PURPOSE: To establish a procedure for meal allowance to the employees of the Authority.
- II. SCOPE: The provisions of this instruction shall apply to all employees of the Authority.
- III. CONDITIONS WHEN A MEAL SHALL BE FURNISHED:
- Meal allowance shall be furnished only under the following conditions:
- A. If an employee is required to work two hours or more continuously beyond his/her scheduled work hours.\*
  - B. If an employee is called to work under an emergency condition and was not allowed to eat his/her dinner.
  - C. On a callout of personnel other than his/her normal working hours as a result of an emergency in excess of five (5) hours when the employee cannot be released to obtain his/her meal.
- IV. CONDITIONS WHEN A MEAL SHALL NOT BE FURNISHED:

Meal allowance shall not be furnished under the following conditions:

- A. When previous scheduling information to the employee allows the employee to plan his/her meals.
- B. If an employee is instructed to eat his/her dinner before he/she is to report to work.
- C. If an employee is released from duty on an emergency callout in less than five hours of work.

- D. When an employee is released from his/her duties on an emergency call-out and given sufficient time to plan for meals before returning to work.

V. MEAL ALLOWANCE DISBURSEMENT:

- A. A meal allowance of \$3.50 maximum shall be allowed for each meal. A request to provide meals to the employee(s) who is/are required to work as outlined in Section IV above shall be submitted by the affected division head for approval of the Business Office and General Manager. A written justification must accompany the request.
- B. Cash money, in the amount of \$3.50, may be given the employee in lieu of a meal. The \$3.50 shall be disbursed by the petty cash custodian to the affected employee. Disbursement of petty cash procedure shall be utilized.