

# Policy & Procedures

**Process:** Local 11 Employee Meal Program/ Meal Break Recording

**Effective Date:** November 3, 2008 (Revised August 2021)

**Definition & Purpose:** Documentation of the Local 11 employee meal program for Fox Food Services and Special Events; to ensure accuracy in meal break recording, depletion, and accounting of all complimentary employee meals.

1. Complimentary employee meals are offered to Local 11 employees as outlined below. Per the union contract, each employee is entitled one (1) meal, at no charge, for each meal period worked and will be provided a thirty (30) minute uninterrupted paid meal period for its consumption.
2. An employee meal is defined as a choice of one (1) entrée, sandwich, or salad, with two (2) side dishes, and one (1) beverage.
3. For the list of items INCLUDED in the employee meal program that can be availed by the employee, see Appendix A.
4. For the list of items that are NOT INCLUDED in the employee meal program, see Appendix B. Employees are welcome to purchase any of the items listed on Appendix B from the cashier. Proof of purchase is required.
5. Employees may select from the food stations at Commissary Grill, News Café, or Moe's Café to obtain their employee meal, or they can avail of the "family meal" prepared in the outlet's kitchen.
6. Employees must take all breaks in accordance with the employee staff schedule posted in each outlet, unless otherwise directed by their supervisor.
7. Employees are responsible for recording their meal breaks through the designated Fox time keeping equipment. Recording of the employee meal breaks is to be completed, even if the employee does not intend to consume an employee meal during the meal break.
8. Employee meal breaks are measured and recorded using the time on the designated Fox time keeping equipment, not the time on a personal time keeping equipment, such as a wristwatch or a cellphone.
9. Employees are responsible to clock out for their meal breaks as soon as their meal break begins. This is to be done prior to ordering and obtaining food, whether the employee is availing of the "family meal" or ordering from the line in an outlet.
10. During the meal break, the employee must present their employee meal and their employee's meal card to a cashier PRIOR to being consumed. The cashier enters the employee meal into the point of sales (POS) system and records the transaction into the POS system.
11. Employee meals are not to be consumed prior to the start of a scheduled shift. Employee meals are to be consumed and presented to the cashier during the meal break period. However, employees are welcome to purchase meals to eat BEFORE or AFTER their scheduled shift start time. Proof of purchase is required.

12. Under no circumstances are employee meals to be removed from any Fox Food Services outlet. All employee meals must be consumed in the outlets. Employee meals, including leftovers, cannot be wrapped up, be taken home at the end of a shift, or leave the outlet under any circumstances. Proof of purchase is required if employees take items home.
13. All employee meals are subject to the availability of items that are offered daily.
14. Employee meals are non-transferable; no Food Services employee may offer their meal to another Fox employee, co-worker, friend or family member.
15. Under no circumstances are employee meals (or any food) to be consumed in the kitchen, storeroom, or locker room of any Fox Food Services outlet.
16. In the event that an employee is absent, on vacation, or on leave, and is replaced by a temporary employee from a staffing agency, the temporary employee is also required to present the employee meal to a cashier in the outlet and to follow the same policies and procedures outlined in this document.
17. All vendors, including delivery personnel and sushi chefs, must pay for any food and beverage consumed while in the lot. These individuals are not entitled to the employee meal, outlined in this document.
18. It is every employee's responsibility to ensure that the employee meal program is followed as described above. Any deviations from the above will be addressed on an individual basis and may result in disciplinary action up to and including termination.

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Printed Name

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Signature

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Date

## **APPENDIX A**

### **FOOD & BEVERAGE LIST INCLUDED IN THE EMPLOYEE MEAL PROGRAM**

- “Family Meal” prepared in each outlet
- Hot entrées, breakfast and lunch daily specials, and side dishes from any Fox Food Services outlet, excluding Commissary Dining Room
- Grill and deli sandwiches from any Fox Food Services outlet, excluding Commissary Dining Room
- Salad Bar items from any Fox Food Services outlet, excluding Commissary Dining Room
- Commissary Grill Tostada Bar items
- Daily soup specials, oatmeal, cream of wheat, or bulk cereal/ granola (not packaged)
- Whole fruits (e.g. banana, apple, orange), excluding assorted berries from the Commissary Dining Room
- Barcoded Fox Grab N Go Pre-packaged Food Items that are made and packaged by FOX (e.g. pre-packaged fruit cups, pre-packaged yogurt parfait, pre-packaged sandwiches, pre-packaged salads, pre-packaged snacks, pre-packaged side dishes)
- Fountain beverage drinks, including soda, tea, juices, and water from dispensers
- Brewed hot coffee and iced coffee
- Brewed cold tea from tea dispensers and hot tea beverages from tea bags

## **APPENDIX B**

### **FOOD & BEVERAGE LIST NOT INCLUDED IN THE EMPLOYEE MEAL PROGRAM**

- Sushi
- All Commissary Dining Room menu items and daily specials, unless for food tasting purposes scheduled by management
- All Bluestone Lane Coffee Bar menu items, including smoothies, bottled juices and espresso-based beverages.
- Espresso-based beverages, including lattes, cold brew, nitro brew, and blended cold espresso beverages
- Specialty coffee bar beverages, including tea refreshers, chai lattes, and wellness drinks
- Juice Bar items, including custom-made fresh juices, smoothies, specialty juice bar drinks, and specialty food items (e.g., acai bowls)
- Bottled and canned beverages (e.g. Bluestone Lane juices, Fox bottled water, Perrier, Red Bull, Snapple, Simply Orange Juice)
- Barcoded Packaged Food Items that are not made and packaged by FOX (e.g. bags of chips, power bars, candy bars, gums, mints, snack items, ice cream cups)
- Assorted Pastries, including donuts, croissants, and muffins
- Assorted Desserts, including brownies and cookies
- Bagels