

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4234.1

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Meals/Snacks

Students

Meals will not be provided for students. Exceptions may be made when a grant application specifically identifies the provision of meals for students and the specific purpose or goal of the occasion.

Snacks may be provided for special recognition activities for students, such as academic achievement, community service, or graduation.

Students may consume foods cooked as part of an instructional program.

Employees

The following provisions apply when the meeting is arranged by staff of the Ventura County Office of Education (VCOE) and the majority of attendees are employees of VCOE.

Meals will not generally be provided to employees for meetings and/or functions held within Ventura County.

Exceptions to the above general guideline:

1. The meeting is at least six hours in duration, will extend at least two hours before and after the normal meal times 12:00 noon or 6:00 p.m.; and it is impractical for attendees to leave the facility for the meal.
2. (Applies to the evening meal only.) The meeting starts within the regular work day and extends more than two hours beyond the end of the regular work day. The regular work day is defined as 8:00 a.m. to 5:00 p.m.

Snacks for staff meetings 'breaks' will not be provided, nor are they considered a reimbursable expense when meetings are held in County Office of Education facilities.

Snacks may be provided for special recognition activities for employees, such as service awards, awards for safety suggestions, etc. Snacks may also be provided for formal in-service training sessions when the program is at least three hours in length. The department head responsible for supervising the in-service program shall be responsible for assuring conservative utilization of this provision.

Coffee will not be provided for employees' regular breaks; however, when a meeting is called and staff from multiple sites will be attending the meeting, coffee may be provided for all in attendance.

Meals/Snacks/Coffee for Non-Employee Inservice/Meetings

Snacks may be provided for in-service training programs presented to non-employees when the program is at least three hours in length. The department head responsible for supervising the in-service program shall be responsible for assuring conservative utilization of this provision.

Meetings and/or in-service programs presented to non-employees may provide meals when a registration fee is charged and the fee is sufficient to include the cost of the meal.

Coffee may be provided for all non-employee meetings at VCOE facilities, regardless of whether or not a registration fee is charged.