

<i>FOOD AND REFRESHMENTS</i>	POLICY	
	Document Number:	FRS-PL-090
	Version Number:	03

1.0 Purpose:

To establish guidelines for the provision of food and refreshments for meetings, seminars and other authorized VTA functions.

2.0 Scope:

This policy applies to all VTA work units, departments, divisions work sites and on site contractors.

3.0 Responsibilities:

- 3.1 The General Manager, Chiefs, and Directors or designee is authorized to approve exceptions to this policy not already enumerated below.

4.0 Policy:

- 4.1 It is the policy of VTA that food and refreshments will not be provided for routine, regularly scheduled departmental and other VTA sponsored meetings.

- 4.2 Exceptions to this policy are:

4.2.1 Ceremonies established by VTA's Recognition Program, including Employee of the Month, Team Awards, Attendance Incentive Awards, and Service Awards. Manager's Award of Dining Certificates established by VTA's Recognition Program.

4.2.2 Off-site department meetings for purposes such as staff development where coffee, tea, soft drinks and snacks may be served for breaks and appropriate lunches may be provided.

4.2.3 Refreshments for breaks and lunches for Oral Boards and working meetings where other than VTA employees and consultants are in attendance.

4.2.4 Food for meetings of the Board of Directors, the Board Standing and Advisory Committees and Subcommittees and working groups of Subcommittees.

4.2.5 Annual or semi-annual Employee Recognition functions.

4.2.6 Meetings with the public including Community/Customer partnerships.

4.2.7 Food for New Employee Orientations, In-house training, NTI Classes and other events approved by the General Manager.

4.2.8 Special functions held to honor Volunteers.

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4.2.9 Water, necessary snacks and food for employees working as ambassadors for special events, employees working under extended hours under emergency circumstances and employees working extended hours on planned projects. Food in this case shall be limited to sandwiches, pizza or food in the same cost range.

5.0 Training Requirements:

The Procurement and Contracts Department has the responsibility for training in the procedure for requests for food.

6.0 Definitions:

N/A.

7.0 Summary of Changes:




Section 3.1 Wording added to include Chiefs and Directors is an addition to the Policy.

Section 4.2.3 Wording added for working meetings.

Section 4.2.4 Wording added for Subcommittees and working groups of sub-committees.

Section 4.2.9 is an addition to the policy.

8.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith, Purchasing & Materials Manager	 Bill Lopez, Director of Business Services	 Nuria I. Fernandez, General Manager/CEO

10/4/15
Date