

**(OPP-5)**

**DATE:** January 20, 2023  
**FROM:** Office of Physical Plant  
**TO:** All Physical Plant Technical Service Employees  
**SUBJECT:** Reporting for Overtime and Overtime Meals

1. An employee is required to inform the Work Reception Center of their arrival and departure from campus when working overtime.
  - A. Check-in: If overtime is adjacent to the end of the regular shift, the supervisor will fill out the check-in time on the Daily Overtime Sheet and provide the information to the Work Reception Center. If overtime is not immediately after the end of the regular shift, the employee is responsible for notifying the Work Reception Center that they have arrived on campus and are working overtime.
  - B. Check-out: An employee working overtime, regardless of the start time of the overtime, must notify the Work Reception Center immediately prior to leaving work at the end of the overtime assignment.
2. When employees are required to work more than 2 hours beyond the end of their regular shift due to a planned, emergency, or unplanned overtime event, the Office of Physical Plant (OPP) will endeavor to supply a meal. If a meal is not supplied, OPP will provide a non-taxable meal reimbursement in the amount stipulated in the collective bargaining agreement. The payment will be made to the employee via direct deposit, to the same account used for the employee's pay.
3. Meals will not be provided for overtime that occurs before the start of the normal shift or on a day normally scheduled off.
4. There are no paid breaks during overtime hours. Employees will be afforded the opportunity to eat every six (6) hours, however, it is unpaid time.

Established as policy July 1, 1980

Revised November 16, 1981

Revised March 1, 1983

Revised January 10, 1991

Revised September 3, 2001

Revised February 1, 2016 (number change from OPP-10 to OPP-5 – Clarification of no paid break during overtime)

Revised September 21, 2020 (added written confirmation that meal tickets are not transferrable and must be used by the employee listed on meal ticket)

Revised January 3, 2022 (incorporated language from side letter of agreement dated November 3, 2021 for conditions regarding meals to be applied January 3, 2022).

Revised January 20, 2023 (incorporated language from side letter of agreement dated January 19, 2023 for conditions regarding meals to be applied retroactive to January 3, 2022).