



IBEW 962 – 2022 Negotiations

Memorandum of Understanding – Meal Stipend Guidelines

MEMORANDUM OF UNDERSTANDING

Customer Delivery Meal Stipend Guidelines

The purpose of the meal stipend is to provide an alternative method for providing a “missed” meal. Employees should be considered to have missed a meal and provided a stipend in the following situations:

Call Out:

- An employee who is called out should be provided a stipend when he/she works 3 productive hours. The employee should also be paid at the overtime rate for the time needed to eat a meal if he/she elects to do so before being released from work.
- An employee who is called out should be provided an additional stipend for each 5 hour interval of productive overtime work beyond the initial 3 hours of productive overtime work. The employee should also be paid at the overtime rate for the time needed to eat a meal if he/she elects to do so before being released from work.
- An employee should **not** receive a stipend when he/she is called out and returns to work after the end of the regular shift and works for **less** than three hours.
- An employee should be provided a stipend when he/she is called and reports to work more than 1 hour prior to the start of his/her regular schedule.

Extension of Schedule (unscheduled)

- An employee should be provided one stipend when he/she is extended to continue working (unscheduled) for 2 hours – but less than 3 hours - on overtime beyond their regularly scheduled hours before being released from duty.
- An employee should be provided one stipend when he/she is extended to work (unscheduled) for 3 hours on overtime beyond his/her regularly scheduled hours. The employee should also be paid at the overtime rate for the time needed to eat a meal if he/she elects to do so before being released from work.
- An employee should be provided an additional stipend for each 5 hour interval of productive overtime work beyond the initial 3 hours of productive overtime work when he/she is extended to work on overtime beyond the regularly scheduled hours;

Other Situations

- An employee should be provided a stipend when he/she is scheduled by supervision to continue to work for more than 2 hours past the regular mid-schedule meal period.
- An employee should **not** be provided a stipend when he/she is provided a substantial meal (bag/box lunch, catered meal, etc.) and has supervisory approval to eat the meal and return to work without taking a meal period. However, the employee should be paid overtime for working during part of the meal period with prior supervisory approval.
- When an employee attends training for which an overnight stay is required, the Company will provide a meal stipend for meals not provided for during the training. A meal stipend will not be provided to any employee for whom the Company provides a meal.
- Employees may be permitted to take a meal break at home, provided:
 - a. The time and distance to travel home is reasonable, makes business sense, and is relatively cost neutral to the Company
 - b. While on meal break, if the employee receives a call or is contacted for additional work, they are still on call and expected to answer/respond
 - c. Once the call or response is complete, the employee is permitted to resume the remaining meal break

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