

Procedures Manual

Title of Procedure: FIN-237 / New Employee Lunch Procedure

Department: Fiscal Office

Effective Date:

Revised Date: 9/3/2021

Reviewed Date: 9/7/2021

Purpose

When the College hires a new employee, it is encouraged that the direct supervisor takes the new employee to lunch on their first day. This procedure provides a framework for those lunches.

Step 1: Check out P-Card from Fiscal Office

The new employee's supervisor will need to check out a p-card from the Fiscal Office in order to pay for the Lunch. A completed "New Employee Lunch P-Card Checkout Form" (Exhibit A) will need to be completed and presented to the Fiscal Office in order to check out the P-Card. The P-Card should be checked out no earlier than the morning of the New Employee Lunch.

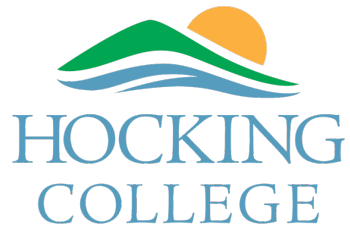
Step 2: Eat Lunch

The Supervisor and New Employee may decide where to eat based on the following list of establishments. These establishments have been selected based on their physical proximity to Hocking College.

- Tammy's Country Kitchen
- Little Italy Pizza
- Los Mariachis
- Starbrick BBQ

NOTE: Employees of the Logan and Perry Campuses may choose to have lunch at a location near their campus. The employee should be taken to lunch at an establishment of similar type and price level as the above noted options.

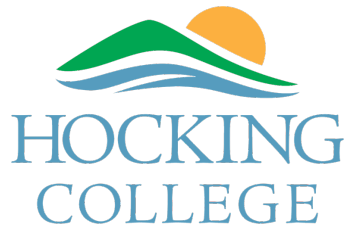
Lunch should include no more than meal and a non-alcoholic drink for each person. Alcohol is strictly prohibited. A gratuity of 15% may be added to the p-card.



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Step 3: Return P-Card to Fiscal Office

Immediately upon the conclusion of lunch, the p-card must be returned to the Fiscal Office. An itemized receipt must be provided to the p-card reconciler. Failure to return the p-card to the Fiscal Office in a timely manner may result in disciplinary action.



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Exhibit A **New Employee Lunch P-Card Checkout Form**

Supervisor Name: _____

New Employee Name: _____

I understand that by signing this form I am certifying that I am taking the above listed new employee to lunch.

I understand that we will eat at one of the following pre-approved establishments listed below:

- Tammy's Country Kitchen
- Little Italy Pizza
- Los Mariachis
- Starbrick BBQ

NOTE: Employees of the Logan and Perry Campuses may choose to have lunch at a location near their campus. The employee should be taken to lunch at an establishment of similar type and price level as the above noted options.

I understand that lunch should include no more than a meal and a non-alcoholic drink for each person.

I understand that alcohol is strictly prohibited.

I understand that a gratuity of 15% may be added to the p-card.

I understand that I must return this p-card to the Fiscal Office immediately following Lunch.

I understand that I must provide an itemized receipt to the p-card reconciler.

Signature

Date