

## What are Special Meals?

PPM49 defines Special Meals as:

Special meal needs are infrequent, extraordinary, and/or emergency situations when state employees are required by their supervisor to work more than a twelve-hour weekday or six hours on a weekend. Special meals also include

## Examples and details for why the 'meal' is or is not a Special Meal:

1. My organization is hosting a hotdog stand at Strawberry Jubilee.
  - a. This is NOT a Special Meal. Why? Strawberry Jubilee is a campus-wide event and is open to all students/faculty/staff.
  
2. My department is hosting a training to teach faculty/staff new Workday processes and our department head is providing lunch.
  - a. This IS a Special Meal. Why? Two reasons: 1. The training is providing a meal, not a snack. 2. This training is only for a certain/singular department so it is not open to all of campus.
  
3. The Living Learning Community I oversee is holding an End of end-of-semester hot Cocoa party.
  - a. This COULD BE a Special Meal. The details of this event will determine if this is a Special Meal:
    - i. This 'IS' a special meal if it's only for a certain/singular group of people and it is not open to all of campus.
    - ii. From there if a meal is served at this event then it 'IS' a Special Meal.
    - iii. Alternatively, if only snacks are served then this is 'NOT' a Special Meal. Snacks would be considered things like hot cocoa & cookies, chips & dip, pastries & coffee, etc.

