

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

May 22, 2018

Policy Number 3.05

COMPENSATION FOR MEALS

POLICY

Under certain conditions, as detailed in the State of Hawaii Organization of Police Officers (SHOPO) collective bargaining agreement for officers and in the various union contracts for civilians, the department is responsible for furnishing or paying for meals for employees.

PROCEDURE

REPORTING AND SUBMITTING FOR COMPENSATION

- I. Personnel earning compensation for meals shall submit a completed Compensation for Meals e-form to the Finance Division no later than 14 calendar days after the meal allowance has been earned.
- II. To comply with the guidelines imposed by the Fair Labor Standards Act, element commanders must ensure that the e-forms are submitted on time. Late submittals (after 14 days) shall require a To/From explanation for the tardiness as an electronic attachment to the e-form when it is forwarded to the Finance Division for review.

May 22, 2018

Policy Number 3.05
Page 2

III. All information must be entered and submitted using the Compensation for Meals e-form.

A handwritten signature in black ink that reads "Susan Ballard". The signature is written in a cursive style with a large initial 'S'.

SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
May 10, 2001