

Catawba County Emergency Medical Services Standard Operating Guidelines

Meals

EMS personnel may go to restaurants for meals or pick up food and return to the station if procedures are followed. Each EMS base also has cooking and food storage facilities.

- Meals taken within the county
 - Meals can only be taken after all station duties are complete.
 - Meals, breaks, or pickups will be done at an establishment in the service district of the EMS unit. If a call is completed at either of the in-county hospitals, meals can be **picked up** at that facility.
 - EMS personnel shall be prepared to leave for emergency responses or non-emergency responses.
 - It is the responsibility of each employee to either prepay for meals or to immediately return to an establishment to pay if called out. Failure to do so will be considered a serious violation of policy; and will subject the employee to discipline.
 - Catawba County EMS employees may not discuss details of calls in restaurants.
 - It will be the responsibility of EMS personnel to see that the Communications Center can contact them while in a restaurant by ensuring that their assigned radios are in working order.
 - EMS vehicles at restaurants or other locations shall be parked in an area where emergency response can be initiated without delay. Fire lanes and handicapped spaces are not to be used.

- Meal Reimbursement and Out of County Meals
 - Meals during out-of-county transports may only be taken if the transport destination is more than two counties away from Catawba County.
 - Out-of-county dine-in meals shall not be taken if the employees are on overtime or stopping for a meal will result in overtime for those employees. Exceptions may be made by a supervisor for extended transports.
 - If an employee desires reimbursement for the meal, a travel voucher should be completed and submitted to the EMS Manager as soon as possible. (Payment is not guaranteed and is subject to availability of funds.)
 - All reimbursement will be limited to the rates set in the Catawba County Code.
 - As of April 7, 2006 the rates are as follows:
 - Mileage \$0.445 / Mile
 - Breakfast \$7.00
 - Lunch \$10.00
 - Dinner \$15.00

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- *Tips are considered to be included in the above amounts.*
- *The actual receipt must be attached to the reimbursement form.*