

FOOD AND BEVERAGE POLICY

Selection Committees:

Effective November 1, 2007, faculty members are no longer required to participate in lunches or dinners for candidates seeking employment at Nipissing University. The lunch or dinner is deemed a social event and does not constitute part of the formal interview.

The University will reimburse reasonable lunch or dinner expenses for up to a maximum of three selection committee members; meal and drink bills that are deemed as excessive may be questioned, and the University reserves the right to only pay for what are deemed as reasonable expenses. The University will pay for the candidate's expenses.

Other committee members wishing to participate in the lunches or dinners will be responsible for paying for their own meal and drinks.

Internal Meetings:

If departmental lunch or departmental dinner meetings are deemed necessary, they should normally be held on campus, whenever possible, and participants will be responsible for their own meal and beverage. If lunch or dinner meetings need to be held off campus, participants will be responsible for paying for their own meal and beverage unless prior approval from the Dean, Executive Directors or one of the Vice Presidents has been granted to cover all or some of the cost.

External Guests:

Pre-arranged University business meetings that will involve lunch or dinner expenditures for external guests must be brought to the attention of the Dean, Executive Directors or Vice Presidents and approved in advance.

Beverage and Snack Expenditures:

Departments may purchase beverage and snack services through the catering department when meetings are scheduled for 3 hours or more, or when external guests are invited. Otherwise, employees are encouraged to bring their own tea/coffee to meetings held during normal working hours and to break at appropriate intervals for nourishment, if necessary.

Large meetings, special events or fundraising gatherings may be excluded from this policy where appropriate, and where approved in advance.

Effective Date: November 1, 2007