

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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**SECTION 4:** Fiscal

**POLICY: 4.006**

**SUBJECT: Meal Service for Employees and Guests**

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**POINT DEBBIE GRANUM**

**PERSON: DIRECTOR OF FOOD AND NUTRITION SERVICES**

**APPROVED: GREGORY P. ROBERTS  
SUPERINTENDENT**

**DATE: April 27, 2012**

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### I. POLICY

Oregon State Hospital (OSH) shall charge a predetermined amount for meals furnished to employees or guests based upon the current cost of meals produced, with certain exceptions.

### II. PROCEDURES

#### A. Staff and Visitors

Staff and visitors may purchase meal tickets from the Business Office in Salem or the Front Desk in Portland. Meal ticket prices shall be determined by current food costs with certain exceptions.

Meals in Salem are available at the main kitchen and Satellite Dining Centers. Meals for staff in Portland are available on the unit. Staff or approved visitors choosing to eat on a unit may make prior arrangements to have a meal available on the unit. Any staff purchasing a meal must sign ticket, date it, and list the meal (e.g., breakfast, lunch, dinner). Staff in Salem eating at Satellite Dining Centers must sign the meal roster and present a meal ticket. Staff eating on a unit must return meal tickets to FNS via campus mail. Holiday meals must be purchased in advance and notification shall go out annually as these events near.

Service Employees International Union (SEIU) staff working a double shift may be entitled to a meal. Refer to the SEIU contract for details. FNS staff are entitled to one meal per day per SEIU contract.

#### B. FNS Inmates and Patient Pay

Inmates or patients assigned to work in the kitchen or Satellite Dining Centers in Salem during meal time shall be provided a meal.

C. On-Duty Psychiatrist

The on-duty (OD) psychiatrist receives breakfast, lunch, and dinner while on duty at any OSH dining center or Kirkbride Café.

D. Intern Meals/Volunteers

Residential interns are provided three meals per day. New interns must visit FNS and speak with the receptionist to become familiar with the process. Residential interns shall fill out a weekly order for breakfast, which will be ready for them to pick up Tuesday at dinner. Lunch and dinner are available at any satellite dining center or Kirkbride Café.

Non-residential interns/volunteers may receive a meal at Satellite Dining Centers or the Kirkbride Cafe. The director of their program will complete an authorization form and intern/volunteer present it to the dining center they wish to dine in. Their name will be added to the dining room meal roster and they must sign this roster when receiving a meal. New interns/volunteers shall submit paperwork when joining the program, and directors shall notify FNS if participation ends prior to information given to FNS. Quarterly lists shall be reviewed and updates/authorization required for continued participation.

F. Sack Meals

Volunteers, interns, and staff working with patients may request sack meals when patient activities prohibit participating in regular scheduled meals.

G. Social Dining

As part of a patient's treatment plan, staff may be assigned to social dining. As part of this assignment, staff will check-in with FNS at the serving line and be counted toward an predetermined authorized number of social diners from each ward. Once the authorized number of staff have checked in for each unit, others shall be declined.

H. Staff Requests for Double Shift Meals

Staff double shift meals are provided as part of the negotiated labor agreement. The Central Staffing Office in Salem shall provide a roster of approved double shift staff daily, and Nursing may report last minute double shift names to the dining centers. FNS staff shall reconcile staff requesting meals to the CSO list or names authorized by Nursing. All double shift meals must be legibly signed on the meal roster. Staff who do

not have their name on the CSO roster or authorized in advance shall be directed to speak to their Nursing leadership in their work area.

Double shift meals are available during the last 15 minutes of each meal period. Breakfast is available at 8:45 a.m., lunch is available at 12: 45 p.m., and dinner is available at 5:45 p.m. Meals can be picked up at the dining center closest to the work station.

Dine in, sack meal, or hot meals packaged to go from the serving line may be provided. Staff may not leave the dining area with dishware. Staff must report in person to the dining area to sign the meal roster and pick up a meal. Staff supervising patients on "Constants" shall be relieved to pick up a meal during facility meal times.

FNS does not supply special diets or snacks for staff, volunteers, or interns. The only meal selections available are regular or vegetarian diet.

- J. NOTICE: The value of a meal furnished without cost may constitute other income as defined by federal tax regulations.

### **III. REFERENCES**

ORS 179.040(1) (d), 179.321(1), and 179.360(2)  
Mental Health Division Directives 3.014  
SEIU Contract