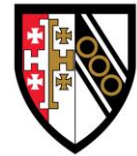


Nick Downer |Bursar



Selwyn College Cambridge

9 November 2017

NOTICE TO ALL PERMANENT MEMBERS OF STAFF

In April 2009, free meals were introduced to all members of staff with a permanent contract of employment, whose hours of work encompass a meal break. These have been reviewed periodically over the past eight years and most recently in October 2017. I feel it important to reiterate the staff meal policy, as more recently, in some cases the permitted allowances have not been adhered too. Please see below the guidelines for free meal allowances that are to be followed by all members of staff. These guidelines are to ensure fairness to all.

Meal Allowances

For each meal you will be limited to one starter, one main course and one dessert from the options set out on the attached chart. Any combination of the starter/main/dessert choice is allowed, and the chart shows some examples of the options available. Taking more than one of the items in each of the starter/main/dessert categories is **not** permitted.

Chocolate bars, pre-packaged cakes and snacks, cans, cartons or bottles of drink, and tea or coffee are not included as part of your free meal. Any of these items must be paid at your own expense. If you would like a personal card to be able to purchase these items the Bursary staff can arrange this for you. Deductions can then be taken from your pay each month via the payroll or settled via a bank transfer, cash or cheque.

Takeaway meals

You may take food that is suitable back to your department or the staff room to eat. To clarify this is food that is part of your daily allowance and is part of your meal break whilst on duty and should not be taken home. College plates, glasses and cutlery should not be removed from the cafeteria/dining hall. Please use the take away cartons provided.

These guidelines will continue to be monitored and may be subject to further change.

A handwritten signature in grey ink that reads "Nick Downer".

Nick Downer

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