

**FOOD & BEVERAGE MEAL BENEFIT POLICY
(In Accordance with the Collective Agreement)**

Intent

The Ramada Plaza by Wyndham Prince George ("RPGCA") will, in accordance with the collective agreement article 16.02, provide employees in the Kitchen, Cornerstone and Catering departments (F&B) with meal benefits, at RPGCA's expense. It is important for the employee to note that meal benefits are taxable benefits and will be reported as such on payroll submissions.

Scope

This policy applies to employees of RPGCA who are actively employed in the Kitchen, Cornerstone or Catering departments (F&B Employees).

Guidelines

RPGCA agrees to provide its F&B employees from the above mentioned departments a meal benefit based on the following guidelines:

- A food item from the STAFF Menu is to be selected and ordered from a server.
- The server will ring in the item at full price and then apply a 60% F&B Staff Promo discount which will adjust the price to a cost value of 40%.
- The employee will be given an individual Posting Master (PM) account number.
- The employee will review the meal receipt to ensure accuracy and then legibly print and sign their name and enter their individual PM account number in the space indicated as "Room Number".
- Per the collective agreement Article 16.02 an F&B employee is only entitled to a meal if their shift is in excess of 5 hours.
- Should an F&B employee wish to order his/her on-shift meal from the MAIN Menu, the employee is entitled to the 60% F&B Staff Promo, however the bill must be settled by direct payment to the server and not their PM Account.
- Should an F&B employee wish to order a second meal during a single shift he/she may take advantage of the regular off-duty discount (25%) and settle the bill with direct payment to the server.
- Each pay period an estimated value will be recorded as a taxable benefit. At the end of each quarter a reconciliation will be completed by the head office accounting team. The reconciliation will identify the employee's actual taxable benefit based on consumption.
- Any variances between the estimated value of the taxable benefit and the actual consumed taxable benefit will be adjusted in the first pay period following the end of the quarter.
- The meal benefit will not cover gratuities

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