



Delaware County Regional Sewer District Standard Work Rule

Subject	Effective	Supersedes	This Sheet	Total
Emergency Food Purchase	8-22-14	New	1	1

Purpose: This work rule shall establish procedures to purchase food for employees during declared emergency events by using the counties procurement card. The DCRSD occasionally requires personnel to report to work during emergencies without the ability to leave the premises for meals.

Work Rule:

- “Food for County approved functions” purchases will only be at the discretion of the Director, or his/her designee;
- When the DCRSD declares an “Severe Emergency Situations” and, whenever there is a need for three (3) or more employees at “a severe emergency situations” and three (3) or more bargaining unit employees are ordered to work outside their normally scheduled work hours for severe emergency situations;
- When the Board of Commissioners declares an emergency due to severe weather and specific DCRSD employees are deemed essential;
- When the need to purchase food is necessary, the Director, or his/her designee’s approval will be issued first;
- All DCRSD Mangers will be required to submit an e-mail to Si Kille for documentation;
- E-mail documentation shall be attached to the receipt for record.