NEW YORK STATE Department of Corrections and Community Supervision **DIRECTIVE**	TITLE **Reimbursement of Overtime Meals**		NO. 2729 DATE 05/18/2026
SUPERSEDES DIR #2729 Dtd. 05/08/24	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practice 5-ACI-1C-19	APPROVING AUTHORITY		

I. DESCRIPTION: This directive is designed to specify the conditions under which employees are eligible for reimbursement for overtime meals when working required overtime, and the procedures for processing overtime meal allowance payments.

II. ELIGIBILITY: Employees will be eligible to be paid an overtime meal allowance when working overtime if:

A. The overtime work was determined to be necessary and in the best interest of the State; and

B. The employee was not on travel status; and

C. The payment is consistent with applicable Bulletins from the Office of State Comptroller; and

D. The employee satisfies the eligibility requirements and payment conditions as agreed upon in their respective negotiated labor agreement (see note below); and

E. Overtime was continuous and consecutive with employee's regular tour of duty.

NOTE: Employees in the Professional, Scientific & Technical Services and Management/Confidential bargaining units who are ineligible to earn overtime are eligible for an overtime meal allowance.

III. PROCEDURE

A. All LATS Users: After signing into LATS, follow the system instructions when filling out the time card on the system. Any questions regarding the use of LATS or filling out the time card should be submitted to the Timekeeper. Questions should be sent to DOCCS.sm.CentralOffice.Timekeeping.

B. Facilities

1. Correction Sergeants and Correction Lieutenants: Overtime meal eligibility shall be designated by the Chart Office on the original copy of Form #2713A, "Comp/Extra/Overtime & Holiday Summary Sheet," or Form #2713B, "Daily Overtime and Overtime Meal Summary." Upon receiving all appropriate Department Head signatures, the original copies of Form #2713A or Form #2713B are forwarded to the Payroll Office for review and processing. The Payroll Clerk, or designee, shall review the meal payments for accuracy.

2. Correction Officers (CO): Overtime meal eligibility shall be designated by the Chart Office on the overtime chart which is transferred from the Chart Office into the Payroll System by the Payroll Clerk, or designee.

The Chart Office is responsible for ensuring the COs working overtime while in travel status are NOT included in the overtime meals chart, as those officers would be eligible for travel meal expenses. The Clerk, or designee, shall review the meal payments for accuracy.

3. All Other Staff: Eligible employees shall designate their meal eligibility on Form #2713A or Form #2713B. This shall be done when submitting for the instance of paid overtime in which the meal was earned. Form #2713A or Form #2713B should be signed by the employee's supervisor and forwarded to the appropriate department heads for review and signatures. Upon receiving all appropriate signatures, Form #2713A or Form #2713B is forwarded to the Payroll Office for payment. The Payroll Clerk, or designee, shall review the meal payments for accuracy.