

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 47)

26 July 2019

Crozet Hall Dining Policy

1. **Purpose:** To establish a Post-wide policy for personnel other than cadets to dine in Crozet Hall. This policy applies to all VMI employees and guests of the Institute.
2. **General:** Crozet Hall is the primary dining facility for the VMI Corps of Cadets.
 - A. Cadet Dining - The dining regimen and food service operation in Crozet Hall is designed for the VMI Corps of Cadets and is based on the cadet's daily schedule. This schedule is designed to allow cadets sufficient time to accomplish their numerous requirements, which includes dining.
 - B. Faculty and Professional Staff - There are special circumstances described in paragraph 3 below that allow specified VMI employees and other individuals to dine in Crozet Hall to directly support the overall mission and operational needs of the Institute.
 - C. General Employee Dining - Crozet Hall is not available for general employee dining. The Post Exchange in Lejeune Hall is available for employees to purchase food on Post. For those employees bringing food from off-Post, there are many locations across Post where employees can eat in specially designated break rooms or in other areas designated by building coordinators.
3. **Special Circumstances:** In certain situations it is appropriate for VMI employees to dine in Crozet Hall to fulfill mission essential activities, such as cadet development (leadership, academic, athletic), cadet oversight, and out of operational necessity. The following instances have been approved for individuals other than the Corps of Cadets to dine in Crozet Hall:
 - A. VMI Teaching Faculty and Administrative and Professional Faculty - The Dean will support meals each month for Teaching Faculty and Administrative and Professional Faculty who are acting in their official capacity as faculty advisers, class advisers, language table supervisors, etc. This requires prior approval by the Office of the Dean. All Teaching Faculty and academic Administrative and Professional Faculty members must complete the dining sign-in sheet located in the serving area, entering "Dean's Office" as the department to be charged. Faculty acting in their official capacity as faculty advisers must enter "Advising" on the dining sign-in sheet (i.e. "Dean's Office – Advising").
 - B. Athletic Department Staff – Members of the athletic department may be authorized to dine in Crozet Hall in accordance with guidance issued by the VMI Director of Intercollegiate Athletics. The intent of providing dining privileges to certain Athletic Department personnel is to assist the coaching/administrative team in their specific duties considered mission essential. Examples of such duties include: pre- and post-game

meals, pre- and post-trip meals, two-a-day practices prior to the Corps return from furlough, graduate assistant athletic training duties, quality and control of nutrition, coaching or counseling services, and team development. Athletic Department members must complete the dining sign-in sheet and enter “Athletic Department” and the appropriate athletic team/athletic office to be charged for the meal (e.g., “Athletic Department – Football.”) Athletic staff members will wear appropriate clothing when dining in Crozet Hall. Athletic attire such as coaching gear, shorts, and warm ups are not authorized. However, when teams are eating a pre-trip or pre-game meal in their VMI travel suit, coaches are allowed to eat in similar attire.

- C. Commandant’s Staff – Members of the Commandant’s staff, including Tactical Officers, Officers-in-Charge (OC), Assistant Officers-in-Charge (AOC), etc. are authorized to dine in Crozet Hall while performing official duties as approved by the Commandant. These personnel must complete the dining sign-in sheet and enter “Commandant’s Office” as the department to be charged for the meal.
 - D. Finance, Administration and Support (FAS) Staff – FAS personnel are authorized to dine in Crozet Hall with state or federal agency visitors or contracted vendors while conducting official business on behalf of the Institute. When extenuating circumstances occur (i.e. inclement weather or other events demanding FAS staff presence for extended periods), it may be appropriate to dine in Crozet Hall for the convenience of the Institute. Employees must complete the dining sign-in sheet, enter the department to be charged, and the reason for dining (e.g. “Physical Plant – Inclement Weather.”) The Deputy Superintendent for FAS shall approve these meals in advance.
 - E. Guests – Only guests on official Institute business should be invited to dine in Crozet Hall. This policy excludes family members of VMI employees. Guests also shall complete the dining sign-in sheet and enter “Guest – the department to be charged.”)
 - F. Special Events – There are occasions, usually around the holiday period, when the Corps of Cadets will invite employees to dine in Crozet Hall. Other infrequent events may occur, such as the annual Christmas luncheon, where employees are invited to dine. There is no requirement to complete the dining sign-in sheet in these instances.
 - G. Other – The additional direct reporting officials to the Superintendent may authorize VMI employees to dine in Crozet Hall under the same criteria as listed above. All senior officials will ensure employee adherence to established procedures for dining in Crozet Hall.
 - H. Individual Meals – Only those individuals on official Institute business may be authorized to dine in Crozet Hall, and they must charge all meals to an approved departmental account. Employees may not enter “Self” on the dining sign-in sheet and pay for a meal. Exceptions may include visiting foreign faculty and exchange students.
4. **Accountability:** The VMI Comptroller’s Office shall bill each department (typically monthly) for employee meals eaten in Crozet Hall. Each department shall review billing details to ensure employee dining appropriateness and shall report to the Comptroller’s Office any unauthorized meals. Personal and/or unauthorized meals paid by the Institute

shall be considered a form of remuneration and therefore incur a fringe benefit included in taxable wages per IRS regulations. Authorized meals paid by the Institute shall not be included in taxable wages.

5. Senior Executive Report Responsibilities:

Each senior executive shall:

- A. Ensure employee compliance with the Crozet Hall Dining Policy.
- B. Provide to the Comptroller's Office a list of employee meals considered unauthorized (non-mission critical) which must then be included in employee income.
- C. Ensure adequate funding for departmental meal charges.

FOR THE SUPERINTENDENT

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Chief of Staff

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