

Payroll

In our finance meeting prior to [REDACTED] departure, a discrepancy became evident between policy and practice on how crew time is clocked and paid. For example, the LSJE policy implies that employees retain exempt status. However, the practice is when employees work past 4pm they are paid by the hour for extra time worked, and if they work on a Saturday they are paid by the day according to each person's respective pay rate as long as they work four hours or more. They are not paid overtime for extra hours worked.

Further, the policy does not address the status of LSJE contractors. The expectation I heard from Jeanne in our last finance meeting is that the time of contractors should be non-exempt, meaning their time should be tracked and paid by the hour. However, the practice has been similar to that of employees, in that if they work more than half a day, they are generally paid for the day; if they work beyond a full day, they are paid for those additional hours. They are not paid overtime for extra hours worked.

Further, questions remain about the authority of the manager to implement a practice in good faith when the policy is unclear or absent of information. For example, if an employee has been given permission by JE to take a class, but the class requires him to leave one hour early on Wednesdays for six weeks, as an exempt employee he is not paid by the hour, but is salaried, and so should not be charged for loss of time at work. If the individual is an LSJE contractor (non-exempt), the question remains whether the manager could implement a compensatory arrangement, where the individual takes the time off on Wednesdays but makes up the time on Saturdays.

We need a policy that leads to clear practice for all of us so we can all be on the same page. **I would like to consult with Darren to propose revisions to the policy that will address these questions.** I will collaborate with STC staff to ensure all questions are addressed and will implement with the crew upon CFO approval.

In the Interim

In light of the unexpected staffing transitions that have taken place over the last week mid pay cycle, I will be submitting payroll for this pay period consistent with the previous manager's practice and will continue to do so until clarifications are made and a better procedure is implemented.

Calendar

Proposal

In the event the determination is made what employees and/or contractors are non-exempt, and until a better solution is determined and implemented regarding stationary time clocks, I would like to make all captains (and the barge mate under the supervision of the captain) responsible for recording all persons coming and going on the island, including non-LSJE contractors. The captains will each be equipped with a cell-service enabled iPad (or cell phones with hot spots to enable the iPads which might make more sense). An icon will be placed on the home page directly linking the captains to a spreadsheet in Google docs. This will enable all captains to work from the same live spreadsheet and the data will be real time. An "X" will be placed beneath the island upon which the individual is currently located. The captain will place "both" (or other notes as needed) indicating the individual worked on both islands that day. For example:

Name	Time In	Time Out	LSJ	GSJ	Notes
Example Name	7:00 AM	4:00 PM	X		Both

This will remedy the following issues:

1. Safety. Concerns of leaving crew behind as currently running two to three different boats rendering difficulties knowing whether we "have everyone."

2. Security. Tracking all persons coming and going from the islands in the event something becomes broken or goes missing and questions need to be asked.
3. Accountability. Employees and LSJE contractors paid true to hours worked. Non-LSJE contractors also accountable for true hours billed to LSJE.
4. Documentation for other records. For example, if Reefco has submitted a parking pass to LSJE for payment, Daphne can confirm Reefco's presence by checking the attendance log for that day as backup for the invoice.

In addition to the attendance record, I would like to streamline communication and clean up the chaos of boat run schedules by adding a second icon to the home page that links to a shared Google Calendar. Randy and Patrick will work together to manage and work from this real time calendar. Crew will coordinate with captains directly for transport requests. Scheduled boat maintenance and repairs can be added to this calendar in addition to scheduled runs. Other persons coordinating site visits such as Mike, Daphne, Anna, Kyle can check the calendar and coordinate with existing runs so as to utilize the boats more efficiently and eliminate unnecessary wear on the boats and fuel expenses. Further, we can all be informed on who is coming and going and what projects are under way without having to send emails, texts, or make half a dozen phone calls. In summary, if used properly this could be a tool to help keep all of us informed and streamline a more efficient boat run process.

I would like to work directly with Jermaine to set up and implement this system, and would like to provide a single training for all persons involved so practice is consistent and the method utilized to its fullest potential. Please note that initially I requested two iPads. However, until a new crew boat is secured, I believe we will need at least four — 1.) Patrick, 2.) Randy, 3.) Austin (barge mate), and 4.) one for [REDACTED] or an assigned person such as Kyle, Dupson, or Sheridan to take record of ferry transport from AYH to LSJ dock in the mornings.