

SUWANNEE VALLEY TRANSIT AUTHORITY  
SPECIAL CALLED MEETING OF THE BOARD OF DIRECTORS  
SUWANNEE VALLEY TRANSIT AUTHORITY  
1907 VOYLES STREET, SW  
LIVE OAK, FL 32064



TENTATIVE AGENDA FOR SPECIAL CALLED BOARD MEETING  
MONDAY, FEBRUARY 13, 2023  
6:00 P.M.

**Invocation**  
**Pledge to American Flag**

**ATTENTION:**

- The Board may add additional items to this agenda.
- Affirmative action on any item includes authorization of Chairman's, or designee's, signature on all associated documents.
- Speakers from the audience will be allowed three (3) minutes to speak on items listed within this agenda following recognition by the Chairman and must speak from the podium. Comments must be limited to items listed on the agenda and speakers may only make one (1) trip to the podium regarding each item they wish to speak on.
- For general updates or questions regarding SVTA business contact the Administrator during regular business hours (386) 362-5332.

**APPROVAL OF MINUTES:**

**CONSENT:**

**PROCLAMATIONS AND PRESENTATIONS:**

**TIME SPECIFIC ITEMS:**

**BOARD ITEMS:**

**BOARD ATTORNEY ITEMS:**

**ADMINISTRATOR'S COMMENTS AND INFORMATION:**

**STAFF REPORTS:**

**GENERAL INFORMATION:**

Discuss with possible Board action and adoption:

- Cost of Living Pay Raise for Employees
- Policy Update Time Clock

**Chairman Don Hale**  
**Chairman Don Hale**

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**Public Concerns and Comments:**

(Filling out a Comment Card required, and forward to Chairman. Speakers from the audience will be allowed three (3) minutes to speak following recognition by the Chairman and must speak from the podium - one (1) trip to podium.)

**Board Members Inquiries, Requests and Comments:**

**Informational Items:**

**Upcoming meeting: April 10, 2023 at 6:00 P.M.**

**SVTA BOARD OF DIRECTORS  
SPECIAL CALLED MEETING  
MONDAY, FEBRUARY 13, 2023  
6:00 PM**

<b>State</b>	<b>2022 Minimum Wage</b>	<b>2023 Minimum Wage (effective 1/1/23 except as noted)</b>
<b>Florida</b>	<b>\$11.00</b>	<b>\$12.00 effective 9/30/23</b>

To keep in line with the state's minimum wage increase, SVTA is asking its Board of Directors to approve the \$1.00 increase, to \$12.00, for minimum wage to become effective February 2023.

Due to inflation, SVTA is asking for a 5% cost of living increase across the board for its other staff.

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**Policy #2014-006.1**

**EMPLOYEE TIME CLOCK POLICY AND ACKNOWLEDGEMENT**

**OBJECTIVE**

The purpose of this policy is to outline the timekeeping policies of Suwannee Valley Transit Authority. Accurately reporting time worked is the responsibility of all SVTA Administrative Staff, Professional Bus Operators and Supervisors. Suwannee Valley Transit Authority must keep an accurate record of time worked to calculate employee pay and benefits.

Employees must clock in and out at their designated start and end times. The time tracking system will enable employees to keep track of working hours more accurately. It will also allow the Administrator to more efficiently process employee time worked and leave taken. In order for this system to work to its fullest potential, all employees are required to follow the guidelines and policy outlined below.

**EMPLOYEE TIME REPORTS**

The Fair Labor Standards Act (FLSA) requires that employers keep certain records for employees. This includes detailed records of employee's time clock submissions and payroll payments. An electronic timekeeping system will generate a more accurate and reliable record of time worked.

The automated time reports must reflect all regular and overtime hours worked for the period (including FMLA leave, compensatory time, holidays, etc.). Adjustments to hours and leave must be posted by the Supervisor to avoid errors and omissions that may occur.

**EXEMPT OR NON-EXEMPT?**

**EXEMPT** employees are employees who, because of their positional duties, responsibilities, compensation level and level of discretionary decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

**NON-EXEMPT** employees are employees who, because of the type of duties performed, the usual level of decision making authority, and the level of compensation, are subject to all Fair Labor Standards Act (FLSA) provisions including the payment of overtime.

**OFFICIAL TIME OF RECORD**

ADP electronic time keeping system is now the official basis for recording time worked for SVTA employees.

In order to ensure consistency of treatment of all SVTA employees, the data recorded in ADP shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to ADP records.

**DAILY CLOCK IN/OUT REQUIREMENTS**

It is a job requirement that all SVTA Administrative Staff, Professional Bus Operators and Supervisors:

- Clock in and out at their assigned start time at their designated workstation

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**Policy #2014-006.1**

- Clock out and back in for their own lunch/break, unless a department is utilizing a system with an automatic lunch deduction

It is prohibited to abuse or take advantage of the time clock entries.

**FALSIFICATION, TAMPERING AND UNAUTHORIZED VIEWING**

Any falsification, tampering or unauthorized viewing of time and attendance records is grounds for disciplinary action, up to and including termination.

This includes but not limited to:

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in for another employees who is absent or late.
- Anyone interfering with other employees' use of the ADP system.

**CLOCK PROBLEMS**

If an employee is unable to punch in or out because of a time system malfunction or accidental oversight, it is the employee's responsibility to immediately inform his/her supervisor and/or payroll administrator.

**Employee Acknowledgement of and Agreement to Comply with the Suwannee Valley Transit Authority's Employee Time Keeping Policy.**

**Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

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**TIME KEEPING SYSTEM PROCEDURES**

EXEMPT employees are employees who, because of their positional duties, responsibilities, compensation level and level of discretionary decision-making authority, are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

NON-EXEMPT (classified/hourly) employees are employees who, are required to have a record of hours worked in order for the agency to be in compliance with the Fair Labor Standards Act (FLSA). Non-exempt employees include all employees who are eligible for overtime or compensatory time pursuant to the FLSA.

The following regulations will apply when using the ADP time keeping system:

1. Employees are required to clock in at their assigned start time and designated workstation as directed by their supervisor. Employees must be prepared to begin work once they are clocked in.
2. Employees must clock out at their designated workstation at the end of their work schedule as directed by their supervisor. Employees are expected to complete their assigned shift.
3. Unless permission is authorized by the employee's supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time. However, the 5 minutes before or after the employee's assigned start time, is just a rounding function in the time keeping system. Employees should not assume that it is acceptable to habitually clock in after their scheduled time to begin work.
4. Habitually clocking in late and clocking out early could result in disciplinary action by the supervisor. A pattern of clocking in late could be considered an issue of tardiness that can result in disciplinary action, up to and including termination.
5. In event of a circumstance that the employee is not able to clock in (i.e., the time clock is not working, unable to log into your desktop, etc.) the employee must notify the supervisor immediately by email, phone, verbally, etc., and begin their daily task.
6. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties. This does not include designated break times, restroom breaks, or other work duties.
7. Unless a department is utilizing a system with an automatic lunch deduction, employees must clock out and back in for their own lunch/break.
8. Administrative staff may not use mobile devices to clock in or out. Under certain conditions (such as working offsite, trainings at an off-site location, extracurricular events, etc.), the employee will notify their supervisor and report time worked so that it can be manually entered.

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9. Time recorded in the time and attendance system by non-exempt (hourly) employees will be the work time paid. Except in emergency circumstances, prior permission to work overtime should be approved by the employee's supervisor. Non-exempt (hourly) employees who have worked in excess of 40 hours per work week will be paid 1.5 times for any hours worked over 40 hours in a work week.
10. Full-time exempt employees who have worked in excess of 80 hours per the two week pay period will accrue compensatory time at 1.0 times for any hours over the 80 worked.
11. Any adjustments to the recorded time must be approved by the employee's supervisor and made in the time keeping system. Supervisors will be accountable for any manual changes submitted.
12. The work week is Saturday through Friday.
13. Payroll may approve time and attendance records for the employee and/or supervisor in extenuating circumstances (i.e., when it is critical to processing payroll, and in instances of catastrophic leave or a terminated employee). Payroll will enter a note in the time keeping system documenting the circumstances.
14. Employees, timekeepers, and supervisors are required to use their own login ID and password. Access to the time keeping system using another user's logon credentials is fraudulent and may result in disciplinary action, up to and including termination.

**Disciplinary Actions**

It is each employee's responsibility to learn the time keeping system and use it appropriately. Disciplinary action can occur for the following events:

1. Clocking in and out for other employees.
  - a. This is considered gross misconduct and can result in both the employee and the person clocking them in or out to be terminated.
2. Continually failing to clock in and/or out.
  - a. This will fall under progressive disciplinary action.
3. Incorrectly reporting time worked.
  - a. This will fall under progressive disciplinary action. Examples are taking extended lunch breaks or clocking in and not being at your workstation.
4. Tardiness and clocking out early can result in disciplinary action.

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