

## ARTICLE 25 SEA PAY

### A. DEFINITIONS

1. Base Salary: A fixed amount of money paid to eligible employees in return for work performed (see Article 36 – Wages).
2. Daily Rate: An amount equivalent to the salary earned on a Base Salary day, calculated as:  
$$\text{Daily Rate} = (\text{base monthly salary}) / (174 \text{ hours/month}) \times (8 \text{ hours/day})$$
  
Example:      Base Salary = \$4000 / month  
$$\text{Daily Rate} = (\$4000 / 174) \times 8 = \$183.91$$
3. Research Vessel: An ocean-going ship at UC San Diego's Scripps Institution of Oceanography (SIO) equipped for multi-day operations offshore (for example the ships operated within the University- National Oceanographic Laboratory System, and similar).
4. Shipboard Differential: A compensation amount equal to the Daily Rate.
5. Shore Leave: Leave that can be earned for working on eligible weekends and holidays. Shore Leave is earned at the rate of one day of Shore Leave per eligible weekend day or holiday worked.

### B. ELIGIBILITY

1. Sea Pay Compensation, in the form of the additional compensation and leave options provided by this Article, is intended to recognize the unique working conditions faced by certain exempt employees who are assigned to work aboard research vessels at UC San Diego's SIO.
2. Sea Pay compensation goes into effect when an eligible exempt employee reports aboard a research vessel as directed by their supervisor, is assigned a bunk, and is assigned duties that involve working and living on board for the remainder of that calendar day.
3. Sea Pay compensation stops accruing when the employee moves off the ship as directed by their supervisor.

### C. COMPENSATION AND LEAVE FOR EXEMPT EMPLOYEES

1. For each day an eligible exempt employee is assigned to a bunk aboard a research vessel, a Shipboard Differential will be paid in addition to base salary. Shipboard Differential is earned when assigned to a bunk and living aboard a ship under the following situations:
  - a. Weekdays, weekends and holidays at sea.
  - b. Weekdays, weekends and holidays in any port other than San Diego.

2. For each qualifying weekend or holiday, in addition to the Shipboard Differential, the employee will be compensated with either (a) a Shore Leave day, or (b) a cash sum equal to their daily rate at the time the shore leave was earned.

| Sea Pay Compensation: In addition to base salary, eligible employees working under this Article earn Shipboard Differential and Shore Leave as follows: |                        |                        |                        |                        |                        |                        |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| MON                                                                                                                                                     | TUES                   | WED                    | THU                    | FRI                    | SAT                    | SUN                    | HOLIDAY                |
| Shipboard Differential                                                                                                                                  | Shipboard Differential | Shipboard Differential | Shipboard Differential | Shipboard Differential | Shipboard Differential | Shipboard Differential | Shipboard Differential |
|                                                                                                                                                         |                        |                        |                        |                        | Accrue Shore Leave     | Accrue Shore Leave     | Accrue Shore Leave     |

#### **D. SHORE LEAVE USE AND ACCRUAL**

1. To use Shore Leave, an employee must receive written advance approval from their supervisor.
  - a. Approval will be contingent on departmental work requirements.
  - b. Shore Leave must be used in full-day increments.
2. Shore Leave will be accrued when an eligible employee is assigned to a bunk and living aboard a ship under the following situations:
  - a. Weekends and holidays at sea.
  - b. Weekends and holidays in any port other than San Diego.
  - c. When an eligible employee is assigned to travel to a ship during a weekend or holiday.
  - d. When an eligible employee is assigned to travel back to San Diego from a ship during a weekend or holiday.
  - e. When an eligible employee is assigned to work during a vessel mobilization, demobilization or vessel maintenance activity during a weekend or holiday, in any port, regardless of whether they are assigned a bunk.
3. An employee may elect for Shore Leave to either be paid out in cash or banked to be used as time off. If the employee chooses to change their election, the new election will go into effect the following pay period after the employee makes the change.
4. If the cash option is elected, then Shore Leave will be paid at a value equal to the Daily Rate at the time the Shore Leave was earned.
5. An employee can request to cash out their banked shore leave. This request will be paid out the following pay period after the request is made.

6. **Maximum Accrual** – If the employee elects to use Shore Leave as time off, then the following terms and conditions apply:
- The maximum balance of Shore Leave that can be banked at the end of any month is 240 hours.
  - When the maximum balance is reached, any subsequent Shore Leave that is earned will be paid out at a value equal to the Daily Rate at the time the Shore Leave was earned, with older days paid out first.
  - If Shore Leave time is used and the Shore Leave balance drops below two-hundred forty (240) hours, then the accrual of Shore Leave will resume until the balance maximum is reached.
  - Shore Leave cannot be carried longer than one year. This will be reviewed annually at the end of each calendar year, at which time any Shore Leave earned more than 365 days prior will be paid out in the next pay period at a value equal to the Daily Rate at the time the Shore Leave was earned.

## E. SEA PAY AND TRAVEL REIMBURSEMENT

- Travel-related expenses under Article 31 – Travel Reimbursement cannot be claimed for days when the Sea Pay Article is in effect, with the following exception:
  - On the day an employee reports aboard a vessel, travel-related expenses are allowable up until the time the employee reports aboard.
  - When an employee moves off the ship to stay in a hotel or to begin traveling, that entire day falls under Article 31 – Travel Reimbursement, and not the Sea Pay Article.
  - Business expenses incurred when assigned to a vessel are reimbursable, regardless of whether this Article or Article 31 – Travel Reimbursement is in effect.

| Sea Pay Article and Travel Reimbursement Example |                                 |                               |                         |                         |                         |                          |                      |
|--------------------------------------------------|---------------------------------|-------------------------------|-------------------------|-------------------------|-------------------------|--------------------------|----------------------|
| MON                                              | TUES                            | WED                           | THU                     | FRI                     | SAT                     | SUN                      | HOLIDAY              |
| Normal work day in San Diego                     | Travel to Ship in a remote port | Report to ship, bunk assigned | On board, bunk assigned | On board, bunk assigned | On board, bunk assigned | Depart ship, travel home | Arrive in San Diego  |
|                                                  | Travel Reimbursement            | Travel Reimbursement          |                         |                         |                         | Travel Reimbursement     | Travel Reimbursement |
|                                                  |                                 | Shipboard Differential        | Shipboard Differential  | Shipboard Differential  | Shipboard Differential  |                          |                      |
|                                                  |                                 |                               |                         |                         | Accrue Shore Leave      | Accrue Shore Leave       | Accrue Shore Leave   |

## F. DRYDOCK DIFFERENTIAL DURING SHIPYARD DRYDOCKING PERIODS

1. When an eligible employee is assigned to work on a ship away from San Diego during shipyard drydock periods, if the ship is in the water, then they would be assigned a bunk on the ship, live on board, and earn sea pay.
2. If this ship is in drydock (that is, hauled out of the water as part of a drydocking period) then an eligible employee would be moved into a hotel and earn a special Drydock Differential equal to the Daily Rate, and additionally Article 31 – Travel Reimbursement will be in effect.
3. Shipyard periods in San Diego are not eligible.

| Special Situation Example: Remote Shipyard Periods |                      |                               |                         |                               |                               |                              |                              |
|----------------------------------------------------|----------------------|-------------------------------|-------------------------|-------------------------------|-------------------------------|------------------------------|------------------------------|
| MON                                                | TUES                 | WED                           | THU                     | HOLIDAY                       | SAT                           | SUN                          | MON                          |
| Normal work day in San Diego                       | Travel to Shipyard   | Report to ship, bunk assigned | On board, bunk assigned | Drydock, move to hotel        | Drydock, in hotel             | Depart shipyard, travel home | Normal work day in San Diego |
|                                                    | Travel Reimbursement | Travel Reimbursement          |                         | Travel Reimbursement          | Travel Reimbursement          | Travel Reimbursement         |                              |
|                                                    |                      | Shipboard Differential        | Shipboard Differential  | Special Shipyard Differential | Special Shipyard Differential |                              |                              |
|                                                    |                      |                               |                         | Accrue Shore Leave            | Accrue Shore Leave            | Accrue Shore Leave           |                              |

## G. GENERAL PROVISIONS

1. There shall be no duplication, pyramiding, or compounding of Sea Pay.