30/Sea Pay
(Scripps Institution of Oceanography Employees Only)

I. REFERENCES AND RELATED POLICIES
   UC SPP 30 - Salary

II. BACKGROUND
Prior to May 1, 1994, exempt Professional and Support Staff (formerly Administrative and Professional Staff/A&PS) employees were compensated with straight-time overtime for hours worked in excess of 40 per week either in the form of compensatory time off or pay. In addition, Scripps Institution of Oceanography (SIO) employees working on an extended workweek while on research expeditions at sea were paid a sea pay differential of 14% of the employee's regular rate of pay. When A&PS policies for exempt employees were revised effective May 1, 1994, all overtime compensation, compensatory time off and additional compensation beyond the established salary for the position was eliminated so employees would be paid on a salaried basis in compliance with the Fair Labor Standards Act. In an attempt to approximate the status quo with respect to the amount of remote location compensation previously received, a Remote Location Allowance for exempt employees was established.

Non-exempt ship's crew employees are paid on an hourly basis and are eligible to receive premium overtime as well as Sea Pay Differential. Therefore, non-exempt employees are not eligible for Remote Location Allowance.

Captains and Chief Engineers were typically provided shore leave and Sea Pay Differential pursuant to Managers and Senior Professionals (formerly Management and Professional Program/MAP) contracts. This UCSD Implementing Procedure codifies established practice.

III. POLICY
A. Captains and Chief Engineers
   2.25 days of Shore Leave will be granted to employees in eligible titles for each 7 days at sea. Shore Leave will be taken in whole day/shift increments only. Subject to management discretion, Captains and Engineers may be allowed to cash out all, or a portion of, the accumulated Shore Leave when, due to operational considerations, it could not be taken off within a reasonable timeframe. In addition, such employees receive a Sea Pay Differential of 15 percent of their base salary for voyages of three (3) or more days in duration. No Sea Pay Differential is paid for sick leave, vacation, holidays, or other paid leave. Eligible titles are:

<table>
<thead>
<tr>
<th>Title</th>
<th>Title Code</th>
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<tbody>
<tr>
<td>Captain</td>
<td>0756</td>
</tr>
<tr>
<td>Senior Captain</td>
<td>0754</td>
</tr>
<tr>
<td>Chief Engineer</td>
<td>0760</td>
</tr>
<tr>
<td>Senior Chief Engineer</td>
<td>0758</td>
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</tbody>
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   At management discretion, an employee classified as Assistant Marine Superintendent or Marine Superintendent may be eligible for Shore Leave and Sea Pay Differential, at the same rate as Captains and Engineers, when sailing as members of the crew and acting in one of these capacities.
B. Remote Location Allowance for Other Exempt Employees
Exempt employees at SIO (other than those listed in Section III A) who are assigned to work on research expeditions at sea or in remote field locations are eligible to receive Remote Location Allowance. The amount of the Remote Location Allowance shall be equivalent to either 60 percent or 140 percent of the employee's regular rate of pay, as determined by management. The allowance is to be paid in whole day/shift increments. No Remote Location Allowance is paid for sick leave, vacation, holidays or other paid leave, or for any time while in homeport.

C. Shore Leave Option for Exempt Employees
Exempt employees are allowed to opt out of the Remote Location Allowance in favor of receiving shore leave as compensation for the additional responsibilities and time away from family and friends. This option provides for either three or seven days of shore leave for every seven days at sea or at remote field locations, as determined by management based on the conditions referenced in Section III (B). Shore leave is to be accrued and taken in whole day/shift increments only. The days at sea/remote location do not need to be consecutive. Therefore, for assignments of less than seven days, days would be held and combined with future days at sea/remote location until a total of seven (7) days was reached for the Shore Leave to accrue. It is also allowable to compensate a portion of the cruise with Remote Location Allowance and the rest with Shore Leave.

D. Sea Pay Differential for Non-Exempt Employees
Non-exempt ship's crew employees are eligible to receive Sea Pay Differential equivalent to 29 percent of base salary, payable on voyages of three (3) or more days in duration. No Sea Pay differential is paid for sick leave, vacation, holidays, or other paid leave.

IV. PROCEDURES

A. Remote Field Assignments - Exempt Employees
The Remote Location Allowance may be paid when an employee is assigned to remote field locations where the environment approximates conditions at sea. For example, conditions include being placed on an extended workweek of seven (7) days, required to remain at the research compound 24 hours a day and being available to work as needed. In addition, the area would generally lack services to enjoy any free time provided and employees typically would not be receiving travel expense reimbursement. Time spent in travel will not qualify for the allowance. Such conditions are differentiated from standard out-of-town assignments for exempt employees where no additional compensation is received.

B. Determination of Remote Location Amount
The amount of the allowance will depend on such factors as the working conditions during the research expedition, the length of the extended workweek, whether the cruise has a two or three watch rotation and the amount of responsibility and related expectations during the assignment.
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Depending on the conditions during the expedition, it may be appropriate to compensate a portion of the time at the 60 percent rate and another at the 140 percent rate. For example, time spent cruising to the research site may be compensated at the 60 percent rate given the reduced responsibilities in route. Once at the research site, the extended hours and additional responsibilities might warrant the 140 percent rate. As long as the differential is applied in whole day/shift increments, variation is allowable. The differential may not be applied in increments of less than a whole day/shift.

C. Recordkeeping Procedures
A distribution should be added to the PPS record of exempt employees eligible to receive the Remote Location Allowance by using the DOS Code "RLA". No amount should be placed in the rate block as the rate is considered "by agreement" within the scope of the policy limits. You do not need separate distributions for the 60 percent and 140 percent allowance amounts.

As exempt employees must be paid on a "salaried" basis, a higher salary rate must be computed for the month/biweekly pay period for that portion of the month to which it applies. In reviewing the month/biweekly pay period, determine what percentage of the working days were on remote location and what level allowance was appropriate for that portion of the month. Departments will calculate a flat dollar amount to be paid for the pay period and reflect it on the PTR. Examples of calculations are included in Appendix A.

For payroll purposes, no record of shore leave accrual or usage will be required on the PTR. Departments should keep records of employee options regarding compensation by noting either the Remote Location Allowance or Shore Leave selection as well as records of shore leave accrual and usage.

From the perspective of Human Resources and Payroll, such employees will be viewed as other exempt employees who work flexible workweeks and work, as work requires, thereby working additional hours one workweek and fewer hours the next. As such, exempt employees are not required to keep accurate records of time worked for purposes of receiving their pay.

V. RESPONSIBILITY
Department Heads are responsible for the proper maintenance of timekeeping records, determination of eligibility, and the preparation of the necessary personnel/payroll records to reflect Remote Location Allowance and Sea Pay Differential payments to sea-going/remote assignment personnel.

The Scripps Institution of Oceanography (SIO) Director’s Office is responsible for the application of the Sea Pay policy and for establishing appropriate internal procedures within the context of the basic policy.
EXAMPLES OF REMOTE LOCATION ALLOWANCE/SHORE LEAVE CALCULATIONS

1. SALARY IN HOME PORT
   $4,000 BASE SALARY/MONTH
   This amount does not vary based on hours/days worked.

2. REMOTE LOCATION ALLOWANCE FOR ENTIRE MONTH
   $4,000                                     $4,000 (BASE SALARY/MONTH)
   $2,400 (60 percent DIFFERENTIAL) OR  $5,600 (140 percent DIFFERENTIAL)
   $6,400 (TOTAL COMPENSATION)              $9,600 (TOTAL COMPENSATION)
   PTR REFLECTS $2,400 RLA
   PTR REFLECTS $5,600 RLA
   This amount does not vary based on hours/days worked per month.
   Employees may opt for 12 days of Shore Leave in lieu of $2,400
   Employees may opt for 28 days of Shore Leave in lieu of $5,600

3. REMOTE LOCATION ALLOWANCE FOR PARTIAL MONTH
   Assume employee worked at home port first 2 weeks of month and went to sea the second 2 weeks
   of the month and was eligible for the 60% differential for the time at sea.
   Percentage of month subject to differential = 14/24 = 58 percent
   $4,000 BASE SALARY/MONTH
   $2,400 X .58 = 1,392
   $4,000
   + 1,392
   = $5,392 TOTAL COMPENSATION
   PTR REFLECTS $1,392 RLA
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4. ENTIRE MONTH AT SEA - SPLIT REMOTE LOCATION ALLOWANCE/SHORE LEAVE
Assume employee opted to receive RLA for the first 2 weeks of the month and Shore Leave for the second 2 weeks of the month.

Percent of days in the month subject to RLA = .50
15 consecutive days at sea = 6 days of shore leave

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\begin{align*}
\text{$4,000 \text{ BASE SALARY}$} & \quad + \quad 1,200 \quad (60\% \text{ DIFFERENTIAL FOR 50\% OF MONTH, $2,400 \times .50}) \\
& \quad = \quad $5,200 \text{ TOTAL COMPENSATION}
\end{align*}
\]

In addition, employee would accrue 6 days of Shore Leave for future use (3 days for every 7 days at sea).

5. ENTIRE MONTH AT SEA - SPLIT REMOTE LOCATION ALLOWANCE AMOUNTS
Assume employee is at sea for the entire month and management approves the 60% differential for the first 5 days and the 140 percent differential for the remainder of the month (25 days).

Percent of days at the 60 percent differential = .17 (5/30)
Percent of days at the 140 percent differential = .83 (25/30)

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\begin{align*}
\text{$4,000 \text{ BASE SALARY}$} & \quad + \quad 408 \quad (60 \% \text{ DIFFERENTIAL FOR 17 \% OF MONTH, $2,400 \times .17}) \\
& \quad + \quad 4,648 \quad (140 \% \text{ DIFFERENTIAL FOR .83 OF MONTH, $5,600 \times .83}) \\
& \quad = \quad $9,056 \text{ TOTAL COMPENSATION}
\end{align*}
\]