

Sea Pay/In-Port Pay Policy

Lamont-Doherty Earth Observatory of Columbia University

General:

Effective April 1, 2011 all Observatory grant proposals must solicit funding to support this updated policy regarding Sea Pay/In-Port Pay. There will be a period of transition where Sea Pay and In-Port Pay will be issued in accordance with the old policy (and rate) or the new policy (and rate) depending on whether the grant supporting the research was submitted before or after April 1, 2011. Additionally, beginning April 1, 2011 a Principal Investigator may use the new Sea Pay rate on pre-existing grants as long as they comply with the terms and conditions of the award.

LDEO Officers who are required to spend time on Sea Duty will receive a percentage of their daily salary in addition to their regular salary for each day spent on Sea Duty or for each full day spent In-Port as specified below.

Eligibility and Definitions:

All Officers of the Observatory and of the Department of Earth and Environmental Sciences who are not eligible for overtime pay will be eligible for Sea Pay/In-Port Pay when their position requires them to perform sea duty.

This policy does not apply to employees who are members of a collective bargaining unit.

Sea duty is defined as duties performed by an Officer of the University as a member of a scientific or technical party while the employee is at-sea on a research vessel.

Time spent In-Port is not considered sea duty. In-Port duty is defined as work performed by an Officer of the University as a member of a scientific or technical party while the employee is on-board a research vessel that is currently in-port, but not in its home port.

Terms:

Employees must be at sea for more than three (3) consecutive days in order to receive sea pay. Employees whose employment is terminated while at sea will receive sea pay as per this policy. All terms and conditions of employment and benefits will remain unchanged while an employee is on Sea Duty.

If during a normal expedition an emergency port stop is required, Sea Pay will not be interrupted as long as shipboard quarters are occupied and/or work schedules remain unchanged from at-sea operations.

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Sea Pay for Officers of Instruction, Officers of Research, and Officers of Administration will be calculated as follows:

Annual Salary/260 days per year = Daily Salary

Daily Salary *35% = Daily Sea Pay Rate

Daily Sea Pay Rate*(number of normal working days at sea minus the first 3 days) = Sea Pay amount due.

Example: an employee whose normal work week is Monday through Friday is on Sea Duty from Sunday through Saturday. The employee would be paid 35 percent of his or her daily salary for 7 days (Sunday through Saturday). This assumes the employee meets all requirements for Sea Pay including spending the first 3 days at sea without Sea Pay.

Sea Pay for Student Officers will be calculated as follows:

Annual Salary/195 days per year = Daily Salary

Daily Salary *35% = Daily Sea Pay Rate

Daily Sea Pay Rate* (number of normal working days at sea minus the first 3 days) = Sea Pay amount due.

In-Port pay is calculated the same way for both groups; however it goes into effect on day one, with no exclusion of the first three (3) days.

Travel days are not to be counted as days at-sea or in-port. It is possible one may have a travel day followed by a day at-sea with no in-port day in between.

Approval and Payment:

All requests for Sea Pay/In-Port Pay must be approved by the employee's supervisor or PI and their Division Administrator and submitted to LDEO-Human Resources within 90 days of the completion of the Sea Duty or In-Port Duty. The request will be processed for payment as soon as practicable.

Miscellaneous:

Sea Pay/In-Port Pay will have no impact on an Officer's accrual of paid time off. Sea Pay/In-Port Pay will not result in an increase in an employee's retirement plan contributions; neither the University nor individual contributions.