Research Office Policy 16-002

Responsible Executive: VP RESEARCH
Responsible Office: OSRAA
Effective: 7/1/2016
Last Revised: 7/1/2016

Sea Pay

I. Policy Statement

One of the pillars of the Oregon State University Compensation Philosophy states a commitment to the provision of competitive salary practices, through comparison to appropriate talent markets that are fair, equitable, and financially sustainable. The provision of Sea Pay for qualifying employees is an industry standard in the Maritime market, and will allow us to more successfully meet this commitment.

II. Reason for Policy

The purpose of the establishment of the Sea Pay policy is to provide a university-wide rate of pay and eligibility standard for Sea Pay that will be applied in all units with eligible sea-going employees. This will assure the fair and equitable provision of Sea Pay compensation. The rate for Sea Pay will be jointly established by the Office of Human Resources and the Research Office, and will be used for the submission of grant proposals and for determination of compliance for funding by the Office of Sponsored Research and Award Administration. This policy will replace or supersede any individual unit policies that have previously been established.

III. Scope & Audience

University wide. This policy will apply to all units with eligible sea-going personnel.

IV. Definitions

Sea: The oceans of the world, plus navigable waters connected to the ocean, which include bays, sounds, lakes, rivers and their estuaries

Day: The day begins at midnight, in alignment with standard local time keeping practices

Underway: when a vessel is, neither at anchor, made fast to a dock or shore, nor aground and is moving under control or adrift at sea.

V. Website (specific to this policy)

http://research.oregonstate.edu/osraa

VI. Contacts

Department	Phone Number	Website
Office for Sponsored Research and Award Administration	541.737.4933	http://research.oregonstate.edu/osraa

VII. Responsibilities & Procedures

Eligibility - Employees in the following positions or appointment types are eligible for Sea Pay:

- Faculty Research Assistant;
- Senior Faculty Research Assistant;
- Research Associate
- Research Associate (Post Doc)
- Exempt Professional Faculty

Ineligible – Employees in the following positions or appointment types:

- Academic Faculty
  Graduate or undergraduate students
- Classified (SEIU Represented)
- Academic Wage – Summer or returning retiree appointments
- Post Doc Scholars

Sea Pay will be paid at the daily rate, as established by the Office of Human Resources, when the employee has been at sea on a vessel while underway or at anchor (not docked) for greater than a period of 24 consecutive hours. The rates are found on the following weblink: http://research.oregonstate.edu/osraa/forms-and-rates. These rates will be reviewed every two years in consultation with the Office of Human Resources.

VIII. Forms & Tools

Timesheets entered into PYAHOUR (Time Entry). Example Time Entry:

Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon
Sail 7am-→	**→ Sail**	**→ Sail**	**Dock – 2pm**	**Docked**	**Sail 7am →**	**→ Sail**	**→ Sail**	**Dock – 6am**
	7am (24 hrs)	**7am (24 hrs)**	**7am (24 hrs)**			**7am (24 hrs)**	**7am (24 hrs)**	

Sea Pay*	**$ Daily Sea Pay**	**$ Daily Sea Pay**	**$ Daily Sea Pay**	**No Sea Pay**	**No Sea Pay**	**$ Daily Sea Pay**	**$ Daily Sea Pay**	**No Sea Pay**

* This example shows the start of a cruise on Sunday

Frequently Asked Questions

See OSRAA website

IX. Related Information

X. History

This policy will supersede any previously existing unit Sea Pay policies, and will be applied university-wide.

Last review date: (May 17, 2016)
Next scheduled review date: (June 1, 2017)

Original issue date: Effective 7/1/2016

Note: The Office of University Compliance will attempt to track the original issue date of policy and revision dates to existing policies but will not publish this information on the website.