



Sea Day Compensation Policy and Procedures
Effective July 1, 2012
REVISED June 2016

A. Purpose & Intent

The intent of this Policy is to establish a standard Sea Pay Compensation process for eligible FIO employees who go to sea as a condition of their employment on an FIO operated research vessel(s). There are two (2) types of Sea Pay Compensation; Overnight Sea Pay and non-overnight Sea Day Pay. Eligibility, Terms and Conditions are defined below.

B. Eligibility

- a. Sea Pay Compensation must be specified in the employment offer letter.
- b. Specific designated Administration personnel maybe eligible for Sea Pay Compensation. Employees at Keys Marine Laboratory (KML), those classified as Staff, Postdoctoral Fellow, Researchers, Tenure and Non-tenure-earning Faculty (TE/NTE) and OPS Non-student & Student are not eligible for any Sea Day Compensation.

C. Terms and Conditions

Described below are the terms and conditions for Overnight Sea Day Pay (OSD) and Sea Day Pay (SDP). Employees must meet all criteria mentioned below for payment. Overnight and Non-Overnight Sea Pay processes cannot be combined.

a. Overnight Sea Day (OSD) is defined as:

- i. OSD is paid on a per day basis for those days a(n) employee is involved in an overnight cruise lasting longer than eight (8) hours away from home port. Employee will be paid in increments of 24 hours until research vessel returns to home port.
- ii. Employee shall also be eligible for OSD at the regular rate when the research vessel is docked at a port, other than home port and the employee is on duty.

- iii. If the last day of a multiday cruise is less than 24 hours, but in excess of 10 hours, Sea Pay compensation shall be paid at half the rate of the regular OSD rate; No exception.

Example 1. Employee was away for 3 days and 9 hours; payment will be for 3 full OSD at the regular rate and not eligible for half day rate.

[If the employee's regular rate is: \$200/day]

Calculations will be:

[3days (x) \$200/day=\$600; total compensation will be \$600]

Example 2. Employee was away for 3 days and 13 hours; payment will be for 3.5 OSD; of which 3 days will be paid at regular rate and the ½ day will be paid at the half rate.

[If the employee's regular rate is: \$200/day]

Calculations will be:

[3days (x) \$200/day=\$600 + ½ day (x) \$100/day=\$100; total compensation will be \$700]

b. Non-overnight Sea Day Pay (SDP) is defined as:

- i. Non-overnight SDP is paid on a daily rate based on days spent at sea lasting longer than ten (10) hours, away from home port and does not involve an overnight trip (24 hours).
- ii. Compensation rate for non-overnight SDP will be half (1/2) of the regular Overnight Sea Day (OSD) rate. No exception.

[If the employee's regular rate is: \$200/day, then, non- overnight SDP rate is: \$100/day]

- a. Example: Employee worked 16 hours (x) \$100/day=\$100;
Total compensation will be \$100

c. Weekend and Holiday Payment:

- i. If a cruise begins or ends on a weekend (Saturday or Sunday) and or on a USF designated holiday (See USF Holiday Schedule), and the employee is required to work, he/she is eligible for sea pay.
- ii. Payment will be at the Overnight Sea Day regular rate (see offer letter for rate), regardless of whether the cruise is day trip or overnight.

[If a cruise takes place on a Saturday or a holiday (ie. 4th of July), the employee will be sea pay compensation will be his/her regular rate] Regular rate is: \$200/day.

- b. Example: Employee worked 16 hours on a Saturday (x) \$200/day=\$200;
Total compensation will be \$200

D. Process

- i. All cruises must be completed prior to any requests for OSD and SDP can be made. The requests for payment will follow the Bi-weekly payroll payment processing schedule and deadlines. Biweekly payroll schedules can be obtained from the FIO Payroll Office.
- ii. OSD and SDP requests must be entered on the FIO Internal website. A copy of the cruise plan and summary must also be submit to the FIO Payroll Office for processing. Incomplete documentation will delay the sea pay payroll processing.
- iii. Sea Day Pay Compensation is what the IRS calls supplemental earnings and therefore it's taxed at a flat 25% (in most cases), this will affect your tax.