



Marine Personnel Practice and Procedures	
Originator:	Approved By:
Michael P. Brennan Jr.	Albert F. Suchy

Woods Hole Oceanographic Institution Marine Personnel Practices and Procedures

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WOODS HOLE OCEANOGRAPHIC INSTITUTION

Marine Crew Member Policies

I. General

Marine crewmembers will be guided by Institution policies and the special provisions provided herein.

A. Responsibilities

The responsibility of adequately staffing the Woods Hole Oceanographic Institution fleet ultimately rests with the Ship Operations Manager. Under the Ship Operations Manager, it shall be the responsibility of the Marine Personnel Coordinator to ensure that Institution vessels are staffed with properly qualified individuals, that all necessary professional papers are in order and current, that all medical evaluations are completed and that the employee has reviewed the provisions of this manual and the Woods Hole Safety Management Manual (SMM). In those cases where the crewmember travels directly to the vessel, the Master shall ensure that all new hires review this manual as well as the Safety Management Manual.

B. Supervisory Responsibilities

Ultimate responsibility for the ships' crew lies with the Master. Each ship is organized into three departments: the Deck Department, the Engine Department and the Steward's Department. The Master will personally develop and submit staffing plans for the Chief Mate, Chief Engineer, and Steward. It is the responsibility of each department head to set up a staffing plan to ensure adequate, experienced personnel are aboard for each voyage to maintain safe operation of the ship. The chain of command is as follows:

The Chief Mate will be responsible for submission of staffing plans, vacation requests and evaluations for the 2nd Mate, 3rd Mate, Boatswain, Able Seamen and Ordinary Seamen

The Chief Engineer will be responsible for submission of staffing plans, vacation requests and evaluations for the 1st Assistant Engineer, 2nd Assistant Engineer, 3rd Assistant Engineer, Junior Engineer, Oiler, Wiper, and Marine Electrician when assigned.

The Steward will be responsible for submission of staffing plans, vacation requests and evaluations for the Cook and Mess Attendant.



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All staffing plans, vacation requests and evaluations will be submitted to the Master via the appropriate department head for review, with the exception of the Communication Electronics Technician (COMMET) who reports directly to the Master. Once the Master approves these documents, he/she will then forward them to the Port Office. The Marine Personnel Coordinator will integrate the plans for the three ships, identifying relief needed and submit the plans to the Ships Operations Manager for final approval. The Marine Personnel Coordinator will ensure that the plans are executed and kept current.

Actual departure for vacation and return from vacation dates are to be determined by the Master and Marine Personnel Coordinator to ensure a smooth transition, proper minimum in port crewing and adequate overlap time for the Chiefs and Masters and COMMET's.

Crewmembers who choose to make their own travel arrangements may do so provided that they meet the return to ship date as determined by the Master and Marine Personnel Coordinator and provided the cost is equal to or less than what would have been arranged by the Marine Personnel Coordinator. A copy of the Itinerary must be provided to the Marine Personnel Coordinator for tracking.

All e-mail correspondence to the Marine Personnel Coordinator pertaining to ship's business shall be communicated through the Master.

II. Hiring and Assignment to Duty

A. General

Marine crewmembers are hired to fill either an opening in a regular assigned position or to fill a temporary relief position. All new **non-exempt** hires are designated as provisional employees for the first six months of their employment, in keeping with Institution policy. The minimum age for employment at sea is 18 years old. Family members are generally not allowed to sail on the same ship. See "Members of the Immediate Family or Household at Sea", [Appendix O](#).

Assignment to Duty: Current employees, regular and casual and new hires are assigned by the Marine Personnel Coordinator based on schedules and plans received from ship Masters. Each assignment is for a specific term, (i.e. there will be a defined date for reporting and a defined date for the planned departure.) These dates constitute a commitment on the part of the employee to serve in the agreed position until the completion date. (See sections [IB](#) and [II D](#))



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Marine crewmembers may be considered for a change of status to that of “regular” after having worked satisfactorily for 180 days of accrued service over a 12-month period. Upon completion of the required accrued time, the Master will forward a performance evaluation to the Ship Operations Manager, along with his/her recommendation. A copy of the evaluation will be shared and discussed with the marine crewmember and a copy to the Marine Personnel Coordinator.

Based on the performance evaluation and the manpower needs of the vessel on which the crewmember is assigned, the Ship Operations Manager will decide whether or not the crewmember’s status is to be made “regular”. This action will be communicated directly to the Master and the crewmember in a timely manner. All positions aboard WHOI vessels will be filled in accordance with WHOI’s Equal Employment Opportunity / Affirmative Action policy ([Appendix A](#))

Depending upon the needs of the fleet as a whole, the Ship Operations Manager may authorize a number of “Regular Relief” positions. Regular relief employees are regular employees with the same benefits and status of any other regular employees, except they are not assigned to a specific ship.

If the decision is made to change the crewmember’s status to regular or regular relief, the Marine Personnel Coordinator will notify Human Resources and the appropriate employee benefits materials will be sent to the crewmember. For accrual purposes, only pay can be calculated retroactively to the completion of 180 days of service. Enrollment in the various benefit programs must be initiated within 30 days of the effective date of Regular Relief status.

B. Maritime Cadet Fellows

As part of maritime training, cadets often sail as interns for training. Woods Hole Oceanographic Institution participates in this program. Cadets will be paid a Cadet Wage as set forth by the Federal Code of Regulations and be provided with transportation between the ship and their home of record. Local transportation is not reimbursable. Cadets are only permitted to sail as extras and will be in addition to the regular crew. Cadets will be assigned to the Chief Mate or Chief Engineer and work throughout the ship getting valuable hands-on training in a variety of situations. At the end of his/her tour of duty, the Master will provide an evaluation of the cadet’s performance for submission to the maritime academy he/she attends.

If requests for cadets to sail are received, acceptance of the cadets would only be permitted if:

1. The Master agrees,
2. Adequate berthing is available,



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3. Space for the cadet has been cleared by the Marine Operations Coordinator who will obtain clearance from the chief scientist(s), and
4. Approval has been received from the Ships Operations Manager.

C. Transportation

Employees filling temporary openings will be provided transportation between the ship and their home of record, provided they have fulfilled their pre-hire commitment as noted on the hiring form.

If, while on an extended voyage, a marine crewmember is involuntarily terminated by the Institution, or if a voluntary termination date has been agreed to by the Institution prior to sailing, the crewmember will be furnished transportation from the ship to home of record. If, however, a marine crewmember resigns or leaves the ship before a previously agreed upon date or the end of voyage, the Institution is only obliged to return the crewmember to the nearest Continental U.S. port (CONUS). Any further travel will be at the individual's own expense.

Any airline tickets and cash advances issued to marine crewmembers for travel during relief, rotation or stand-down must be authorized in advance on an Advance Request & Authorization to Travel (ARAT) form. The Port Office in Woods Hole completes this document. Upon arrival at the authorized destination, the airline ticket stub (receipt) must be attached to a Travel Expense Voucher. Travel Expense Vouchers are available on board the Research Vessels or can be obtained from the Port Office. This document is also used to record actual cash expenses incurred, (i.e., meals, taxi, etc.). Effective January 1, 2005, wages for travel to or from the vessel on weekends will be paid at the crewmember's regular rate of pay. Those Regular crewmembers traveling on Institution-observed Holidays will also be paid Holiday Pay. Since cash advances are deducted from the crewmember's next paycheck, it is most important that the Travel Expense Voucher be submitted to the Port Office within 10 days of arrival at the authorized destination. The Port Office will approve Travel Expense Vouchers and forward them to the Reimbursement and Travel Service Office for reimbursement. Travel costs will be allocated to the appropriate accounts and the travel account will be closed.

A crewmember who changes any part of his/her itinerary for personal reasons, will be responsible for any additional incurred expenses. In the event a crewmember is refused boarding of a flight by the airlines due to disorderly behavior or intoxication, the crewmember will be responsible for any additional incurred expenses. See Travel Policy ([Appendix B](#)) and Payment of Overtime ([Appendix H](#)).

D. Rotations



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With input from Masters and crewmembers, the Marine Personnel Coordinator will prepare rotation plans for all ships one year in advance. The nominal goal is 4 months on and 1 or 2 months off. Crewmembers are expected to leave the ship for at least 30 to 60 days in each six-month period. Alternative rotations such as 3 months on and 3 months off will be considered on a case by case basis with the approval of the Master and the Ship Operations Manager. Preauthorization is required by both Master and the Ship Operations Manager for a crewmember to remain on board longer than six consecutive months. Crewmembers in regular status will accrue one rotation for every 120 consecutive days of service aboard the vessel unless the crewmember is on the alternative rotation schedule of 3 Months on/3 months off. With 3/3 rotations the crewmember accrues a rotation at 90 days;

For each accrued rotation Woods Hole Oceanographic Institution will provide the crewmember with Institution funded travel. On a case by case basis compensation in the amount up to \$500 in lieu of travel will be considered. The maximum reimbursed transportation cost will be from port of debarkation to Woods Hole or to the crewmember's home of record and return, provided the home of record is within the continental US. If a destination other than Woods Hole or the home of record is selected, the Institution's maximum travel obligation will be limited to the lesser of the travel cost from point of debarkation to Woods Hole/home of record or the actual destination chosen as determined by the port office.

Compensation in lieu of travel is considered wages by the Internal Revenue Service and is subject to withholding income taxes. A crewmember who requests compensation in lieu of travel, and then later requests the Institution to furnish travel to rejoin the vessel, must reimburse the Institution for the travel cost.

While, in general, rotations only become effective when a vessel is scheduled to be away from Woods Hole for six months or more, rotations may be approved for vessels which are away from Woods Hole for less than six months, but due to scheduling, may have very few periods in Woods Hole. Special rotations may also be granted to cover emergencies, such as serious illness or death in the immediate family or household.

When taking a rotation, crewmembers may request transportation for their spouses or same gender partner (affidavit required to be on file in Human Resources) to join them in lieu of transportation for themselves.

E. Marine Department Leave of Absence (Marine Department Furlough)

Involuntary - When a Regular marine crewmember is no longer in pay status (i.e. following expiration of all shore leave and vacation), and the ship is at sea or laid up, the Institution must place the employee on involuntary Marine Department Furlough (MDF) for up to six months. One voluntary MDF extension of up to six months may be granted if it is deemed to be in the best interest of the Institution. Whenever



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possible, the employee will be advised of the expected date to return to work. Every effort will be made to reassign an employee on involuntary MDF to the same or equivalent position and/or ship. If no work is available at the end of the initial involuntary MDF or its extension, as applicable, the individual's employment will be terminated.

When on involuntary MDF, an employee may retain group health and/or dental insurance coverage(s) by paying the employee's share of the premium(s). Coverages that cannot be continued on Marine Department Furlough (MDF) are: Term Life Insurance, Short Term Disability (STD), Long Term Disability (LTD) and Accidental Death and Dismemberment (AD&D).

Voluntary - Upon written request, a marine crewmember may be granted a voluntary Marine Department Furlough (MDF) of up to six month's duration. Upon written request, one voluntary MDF extension of up to six months may be granted if it is deemed to be in the best interest of the Institution. If the MDF is granted, there is no obligation on the part of the Institution to rehire, or if rehired, to assign the crewmember to the same position or ship. The initial request and any request for an extension must be approved by the Ship Operations Manager with copies of the requests and approvals retained in the employee's personnel file. While on voluntary MDF, an employee may retain group health and/or dental insurance coverage(s) by paying the full cost of coverage(s) at the COBRA rate. Other insurance coverage may not be continued.

III. Conduct

A. General

The close environment of shipboard life requires special consideration of shipmates, especially during long periods at sea. Actions that adversely affect the harmony on board the vessel or its ability to function properly will not be tolerated.

The following are examples of behavior that may be sufficient to justify immediate discharge without going through progressive disciplinary procedures.

1. Disruptive or destructive behavior;
2. Insubordination;
3. "Theft" or destruction of Institution and/or personal property;
4. Sexual or other illegal harassment [see the Harassment Policy ([Appendix D](#))];
5. Unlawful manufacture, distribution, dispensing or possession of drugs (controlled substances) in the workplace [see Drug-Free Workplace Policy ([Appendix E](#))];



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6. Being under the influence or in possession of alcohol or non-prescription drugs (controlled substances) during watch or work periods [see Drug Free Workplace ([Appendix E](#))] as this behavior may support the employee's participation in a treatment program rather than immediate dismissal];
7. Possession of firearms, explosives, or weapons that would put the welfare of the ship's crew in harm's way [see Respectful Workplace and Violence Prevention Policy ([Appendix C](#))].
8. Reporting late for watches or assigned duty;
9. Missing a sailing;
10. Continued unsatisfactory performance of assigned duties despite repeated warnings [see Involuntary Termination Policy ([Appendix G](#))].

B. Harassment

The Woods Hole Oceanographic Institution is committed to maintaining a positive working and learning environment free of illegal discrimination, harassment and intimidation. Institution scientists, administrators, managers and supervisors are expected to strongly support this effort, and all employees, Postdoctoral Scholars/Fellows and students of the Institution are expected to support this goal. ([Appendix D](#))

IV. Pay and Benefits

A. Regular Pay and State Taxes

Rates of pay for each position are reviewed annually and are determined for the position being filled.

Each pay level is divided into two steps. Step I is the entry level. Step II may be awarded after 180 days of satisfactory service in the same or higher position provided the crewmember has the U.S. Coast Guard documentation acceptable for that position. In special circumstances, the time and service requirements for Step II may be waived with the approval of the Ships Operations Manager.

Crewmembers may arrange for a ship's draw, with the money being distributed by the Master once a month and a deduction being made from their biweekly paycheck.

The Payroll Office will credit each active crewmember at sea with 80 hours of regular pay for each pay period. In addition, preliminary overtime totals will be reported biweekly to the Payroll Office by fax or other appropriate hard copy through the Port Office. The Payroll Office will make any necessary adjustments to these overtime totals after approved overtime sheets are received.



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The costs incurred by individuals for personal use of the ships communications system (INMARSAT) will be recouped through payroll deduction. A list (copy) of charges incurred will be provided upon request.

Massachusetts state residents are subject to income tax on all of their income regardless of where it is earned.

Non-Resident crewmembers will not be subject to tax on their Massachusetts source income if the vessel to which they are assigned operates in more than one state. The Transportation Worker Fairness Act (S.893, 11/9/00; P.L. 106-489; codified 46 U.S.C. 11108 (b)) prevents states other than the individual's state of residence from taxing income that an individual earns as a pilot, master, officer or crewmember on a vessel operating on navigable waters of more than one state.

B. Payment for Overtime

1. General:

The Institution compensates its non-exempt marine crewmembers for hours worked in an overtime status. Payment will be made at one and one-half (1-1/2) times the rate of pay in effect when the overtime is worked. Masters and Chief Engineers are exempt from receiving overtime pay. As a cost control measure, the Ship Operations Manager will promulgate overtime limits. It will be the responsibility of the Master to manage the assignment of overtime to stay within those limits. Requests for exceptions from the Master to the Ship Operations Manager will be considered on a case-by-case basis. For complete overtime details refer to Payment for Overtime Policy ([appendix H](#))

2. Overtime Payments:

Overtime payments will be made to non-exempt marine crewmembers in accordance with the following guidelines:

- a. In excess of 40 hours per week or 8 hours per day;
- b. Saturdays, Sundays and Institution holidays;
- c. **Effective January 1, 2005, wages for travel to or from the vessel on weekends will be paid at the crewmember's regular rate of pay. Those Regular crewmembers traveling on Institution-observed Holidays will also be paid Holiday Pay.**

In cases where the ship is due to enter an extended lay-up period, the Ships Operations Manager may authorize "banking of overtime" as vacation to facilitate continuation of benefits. The ships Master must submit the crewmembers' requests to bank overtime four to six months prior to the scheduled extended lay-up period. The request will be approved on a case-by-case basis by the Ships Operations Manager



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C. Shore Leave

Shore leave is a benefit granted to compensate for extended absences from Woods Hole. There are two levels of compensation for Shore Leave. One level is for Regular and Regular Relief Marine Crew and the other is for Casual/temporary relief crewmembers. For Regular and Regular Relief Crew Members shore leave is earned at a rate of 3.23 hours for each day (weekday) worked, at the hourly rate of the position worked while assigned to an Institution owned or operated vessel designated by the Ship Operations Manager as in Extended Voyage status. Thus, a total of 32.30 hours maximum will be accrued for each 80-hour pay period worked while in Extended Voyage status.

For Casual Relief Crew Members shore leave is earned at a rate of 2.40 hours for each 8 hour day (weekday) worked, at the hourly rate of the position worked while assigned to an Institution owned or operated vessel designated by the Ship Operations Manager as in Extended Voyage status. Thus, a total of 24.00 hours maximum will be accrued for each 80-hour pay period worked while in Extended Voyage status. Casual Relief Crewmembers hired before 31 December 2004 will be paid Shore Leave at the same rate as Regular and Regular Relief Crewmembers.

Extended Voyage/Shore Leave Status will be determined by the Ship Operations Manager for ships away from home port based on the following criteria:

- A vessel at sea.
- A vessel in any port, except home port, between cruises and engaged in loading and discharging.
- A vessel engaged in periodic repairs and routine maintenance in ports away from Woods Hole.
- A vessel in a shipyard for major maintenance and repairs in ports away from Woods Hole.

A Shore Leave "bank" is created by multiplying the number of hours of Shore Leave earned by the hourly rate of pay at which the Shore Leave was earned. The funds in the "bank" are held or "rolled over" until a crewmember either uses it as time off or requests the balance to be paid in full. If paid in full, the check is issued the first check in December. A request for shore leave payment is submitted to payroll via the Marine Personnel Coordinator. All requests for payment of Shore Leave must be in writing. If Shore Leave is used as time off, the number of hours of paid Shore Leave available will be calculated by dividing the crewmember's regular rate of pay when the time is taken into the funds in the "bank". The Ship Operations Manager will review requests for earlier payment dates of accrued Shore Leave.



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Leave time taken must be charged in the following order:

1. Against any accrued annual vacation hours.
2. Against any accrued shore leave.

When a regular crewmember disembarks the ship, he/she will be paid Vacation Pay from his/her vacation balance at the last rate in which he/she sailed. If the crew member sails below his/her regular rate, however, vacation will be paid at his/her regular rate of pay. In the event that the crewmember exhausts his/her vacation balance, he/she will be paid out of his/her shore leave account. See Paid Absences ([appendix J](#))

The Payroll Office prepares a report of accrued vacation hours and “banked” Shore Leave dollars. This report is forwarded to each ship periodically.

D. Medical

Medical benefits are provided for all regular and regular relief crewmembers while they remain in a pay status. While attached to a ship, **medical needs are provided** for under the terms of WHOI’s Protection and Indemnity (P&I) insurance. While on leave or vacation, regular employees are covered under the Institutions medical coverage, if enrolled, and crew members are expected to follow Insurance Providers procedures for Medical and Dental care.

Regular crewmembers may purchase medical and/or dental insurance coverage for their eligible dependents by paying the regular employee’s share of the family or two person premium. Crewmembers on Involuntary Marine Department Furlough (MDF) may purchase coverage, individual, two person or family, by paying the regular employee’s share of the group cost of the coverage. If the MDF is voluntary, crewmembers may obtain group coverage by paying the full cost at the COBRA rate.

Crewmembers will be provided generally with the same medical coverage that is provided under the Institution’s current medical plan. For detailed information, crewmembers should contact Human Resources.

As the ship will provide for the medical needs of its crewmembers while away from homeport, it is the responsibility of the individual crewmember to advise the ship’s Master of any prescribed medication that may be needed during the voyage (type, dosage and quantity) and to have enough of all prescriptions to last the duration of his or her scheduled rotation.

Routine Dental care is an essential element of Fitness for Duty. Long periods of time at sea and limited resources for dental emergencies affects the safety of the individual as well as delays to operational commitments. Crewmembers should have routine and



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preventive Dental examinations performed prior to reporting to his /her assigned vessel and are encouraged to take advantage of the Dental benefits if eligible.

V. Physical Qualifications and Exams

A. Physical Exams

Pre-employment physical examinations are required of all prospective marine crewmembers. The examinations will be at the Institution's expense and arrangements will be coordinated through the Port Office.

When the pre-employment physical cannot be conducted prior to the crewmember's scheduled start of employment, the prospective employee must complete, at a minimum, the *Medical History Report*. The Ship Operations Manager, after reviewing the completed form and in consultation with the Master or Medical Person in Charge MEDPIC and/or others as appropriate, may authorize the temporary hiring of the crewmember. Continued employment beyond the first six months will be contingent upon the crewmember successfully completing a full physical examination at the earliest practical opportunity.

Periodic physical examinations are required for all crewmembers continuing in regular status as partial fulfillment of their Fit for Sea Duty requirement. "Fit for Sea Duty" criteria are defined by the Navigation and Vessel Inspection Circular P16700.4 ([appendix I](#)) as interpreted by the Institution's current medical support contractor and subject to the specific position requirements and working conditions. The Ship Operations Manager has the responsibility for final review and assessment.

Unless otherwise indicated, routine and complete physical examinations are required at the following intervals based on attained age:

Years of Age

18-49 Beginning at age 18, periodicity between examinations will not exceed 5 years.

50-59 Beginning at age 50, examinations are required every 2 years

60& over examination will be conducted annually.

NOTE: While it is important that Physical examination should be conducted within the intervals listed above, there will be times that a crew members Physical may expire while at sea or a foreign port. In such cases the crewmember will complete the physical either on their next vacation rotation or Continental US port.

These examinations will be made at the Institution's expense and arrangements will be coordinated with the Port Office. A regular crewmember that does not pass a physical examination will be covered under the terms of the section on Occasional Illness Wages, Maintenance and Cure below.



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B. Occasional Illness Wages, Maintenance and Cure

Those crewmembers that are collecting these benefits will be required to forward updated medical reports to Human Resources on a monthly basis.

1. A crewmember who becomes sick or injured while serving aboard ship and is unable to return to work must have a doctor complete a "fit for duty" form with current status of work capacity and follow-up appointment date for re-determination until point of maximum cure has been reached. The Port Office must receive each fit for duty determination within ten (10) days of each doctor's visit for the crewmember to be entitled to:
 - a. Unearned Wages – Full base pay wages and Maintenance, for Sick or injured crewmembers will be paid as an advance on lost wages at the same rate of pay being earned at the onset of the illness/injury until the end of the crew member's current tour of duty, or for up to four (4) months, or until maximum benefit of treatment is met, which ever comes first.
 - b. Subsequent Maintenance- If food and shelter are not being provided by the Institution, subsequent to the expiration of payments under section V, B, 1a above, and prior to crewmembers reaching maximum medical cure, sick or injured crewmembers will be paid maintenance at the rate of \$30.00 (thirty dollars) per day until maximum benefit of treatment is met.
 - c. Cure - Medical expenses until the point of maximum cure has been reached.
2. Wages may also be paid from Short Term and Long Term Disability if the crewmember qualifies and is still disabled when Paragraph [1.a](#) above is satisfied.
3. Those crewmembers who are collecting these benefits will have to certify their eligibility as required.
4. Crewmembers who have been recuperating ashore and are declared "Fit for Sea Duty" while their ship is at sea will remain covered under the provisions of



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paragraph [\(B-1-b\)](#) until the ship reaches its next port. Crewmembers in this situation may be asked to work for the Institution in another capacity.

5. Management reserves the right to have a WHOI appointed physician conduct a physical to determine a "Fit for Sea Duty Status" as well as require an occupational fitness and/or Job functional analysis test prior to reassigning a crew member to one of its vessels.

If an eligible crewmember becomes sick, hospitalized or injured while in a vacation or shore leave status, wages may be paid from Short Term Disability after satisfying the occasional illness requirement. Appropriate documentation from the attending physician and/or hospital is required. The crewmember's group medical insurance may cover any illnesses, accidents and hospitalizations that occur while on vacation or shore leave status. The provisions of wages, maintenance and cure generally do not apply, except, however that provisions of paragraph [B-1-a](#) may apply if a hospitalization is due to an injury or illness initially sustained aboard ship and with the appropriate documentation.

C. Drug Free Work Place

The passage of the Drug-Free Workplace Act of 1988 requires the Institution, as a federal contractor, to certify that it operates a drug-free working and learning environment. Failure to comply with the terms and conditions of the Act may result in the suspension or loss of federal funds or the debarment of the Institution from receipt of any federal funds. ([Appendix E](#))

D. Drug Testing

In 1988, federal regulations were issued through the United States Coast Guard, Department of Transportation, calling for drug and alcohol testing of marine crewmembers and others. The intent of the regulations is to improve safety by reducing the incidence of drug and alcohol abuse by personnel operating ships. The Regulations apply to all Marine Crew members and ALVIN Group Members on board Institution vessels and, in some circumstances, to all other embarked personnel on board our ships, including scientific staff. For details on the WHOI Drug Testing Policy refer to ([Appendix F](#)).

In addition to the WHOI Drug Testing Policy, effective August 1, 2001, 49 CFR part 40 mandates that for all new employees, employers of Merchant Mariners must request drug and alcohol information from all former DOT regulated employers that the Mariner has worked for during the two years prior to the date of the employee's application or transfer to Woods Hole Oceanographic Institution. The employee may begin working before obtaining this information; however, if this information is not



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received within 30 days, WHOI must remove the employee from all safety-sensitive functions unless a good faith effort to obtain this information has been documented.

If the prospective employee refuses to give written consent to obtain this information, then WHOI may not hire him/her. The information that must be obtained is:

1. Alcohol tests with 0.04 or higher results;
2. Verified positive drug tests and documentation of successful completion of DOT return-to-duty requirements;
3. Refusal to test (including adulterated or substituted results)
4. Any other violations of DOT drug and alcohol regulations.

VI. Performance Evaluations

In general, the WHOI Personnel Practice and Procedure sections “Performance Evaluations” and “Annual Salary and Performance Review” apply to Marine personnel with the following differences:

A. The calendar-based schedule is amended as follows:

1. Evaluations will be completed prior to each transfer or rotation off a ship for Casual/Temporary Relief Crew with recommendations for rehire and be signed by the evaluating officer and the crewmember. Regular crew members will be evaluated annually in November and evaluations will be forwarded to the port office.

- a. Masters will evaluate Chief Mate, Chief Engineer, Steward, CommET and Corpsman (when Authorized)
- b. Chief Mates will evaluate 2nd Mate, 3rd Mate, Boatswain, Able Seamen and Ordinary Seamen
- c. Chief Engineers will evaluate the 1st Assistant Engineer, 2nd Assistant Engineer, 3rd Assistant Engineer, Junior Engineers, Oilers, Wiper, and Marine Electrician when assigned
- d. Stewards will evaluate Cook and Mess Attendant

B. The Marine Employee Development and Evaluation Form will be used for Regular and Regular Relief employees ([Appendix K](#)) and the Casual/Relief Marine Employee Development and Evaluation Form (short form) will be used for Casual Relief employees ([Appendix L](#)). The Marine Development and Self-Evaluation Form will be used by Regular and Regular Relief employees ([Appendix M](#)).

C. Evaluations are forwarded to the Marine Personnel Coordinator via the Master for filing in each crewmember’s personnel file. A copy is to be given to each crewmember at the time of his/her review.



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VII. Training

Training requirements are established by:

- International (IMO) and Federal (USCG) regulations
- WHOI Policy
- Ship Masters and Chief Engineers

It is the responsibility of every documented or licensed crewmember to maintain his/her training status current to meet all international and federal regulation requirements. WHOI will not employ anyone who does not meet these requirements. It is the responsibility of casual employees to obtain the necessary training to fill the positions they are seeking.

It is the responsibility of the Marine Personnel Coordinator to coordinate the training of crewmembers to ensure that they are adequately trained for the positions for which they are hired. Only approved training courses arranged by the Marine Personnel Coordinator to meet regulatory requirements, WHOI policies or ship-specific requirements will be paid for by the Institution, either by direct payment or reimbursement, contingent on funding.

VIII. License and Endorsement Upgrades

Once a crewmember becomes a regular employee, the cost to maintain his or her professional documents will be reimbursed by the Institution. Approval must be received from the Marine Personnel Coordinator prior to incurring the costs of upgrading or renewing these documents.

IX. Records Management

Human Resources will maintain the employees original employment records. It is the responsibility of the Marine Personnel Coordinator to establish and maintain a Marine Personnel Employment Record, STCW Compliance Training Record, Travel Voucher Record and Individual Health Record. In addition, the Marine Personnel Coordinator will establish a tracking system of training for all crewmembers. It is the responsibility of each crewmember to provide the Marine Personnel Coordinator with copies of all evidence of completed training whether paid for by the Institution or not. The Master of each vessel shall report to the Marine Personnel Coordinator all training completed on board the Institution-operated vessel resulting in a recognized qualification i.e. ALVIN swimmers and A-frame operators.

X. APPENDICES



Marine Personnel Practice and Procedures

Originator:	Approved By:
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- A. [Equal Employment Opportunity/Affirmative Action](#)
- B. [Travel Policy](#)
- C. [Respectful Workplace and Violence Prevention policy](#)
- D. [Harassment Policy](#)
- E. [Drug Free Workplace Policy](#)
- F. [Drug Testing Policy](#)
- G. [Termination Policy and Progressive Disciplinary Action Policy](#)
- H. [Payment for Overtime](#)
- I. [Navigation and Vessel Inspection p16700.4](#)
- J. [Paid Absences](#)
- K. [Marine Employee Development & Evaluation Form](#)
- L. [Casual/Relief Marine Employee Development & Evaluation Form](#)
- M. [Marine Employee Development and Self-Evaluation Form](#)
- N. [Marine Crew Position Descriptions](#)
- O. [Members of Immediate Family or Household at Sea](#)