

## **Cruise Pay and Time-Off Policy**

Non-exempt employees\* will be paid overtime at time and a half for all hours worked over 40 during a work week, defined as Sunday through Saturday. Non-exempt employee schedules, both preparing for the cruise and during the cruise, will clearly indicate work hours and downtime hours. During their downtime hours, non-exempt employees are not to be expected to respond to work needs, or be “on call”. On-call expectations may result in additional pay being due the non-exempt employee. Overtime hours may be received as pay or converted to compensatory time off at time and a half with approval from the supervisor. All hours worked, including overtime, must be reported to your timekeeper. For AFSCME-represented employees, additional pay requirements may be dictated by the union contract.

Exempt employees\*\* (excluding faculty, post-doctoral fellows, interns on stipends, and students) will receive 8 hours paid time off for each full weekend day and holiday spent on the boat during a cruise. Travel days, vessel arrival and departure days, and days spent loading or unloading the ship are not included. With supervisor approval, anticipated cruise time off may be used prior to a cruise, with the understanding that if the time is not actually accrued, the time off will be taken as vacation or unpaid. Cruise time off is not reported to your timekeeper and is the employee’s and supervisor’s responsibility to track. Using the cruise time off requires advance supervisor approval. No more than 5 days (40 hours) of cruise time off may be accumulated and must be used within 90 days from the end of the cruise in which the time was earned. Cruise time off may not be converted to cash compensation, and will not be paid out upon termination of employment with OHSU.

\*Non-exempt employees are subject to overtime laws. Typical non-exempt job titles in EBS and CMOP are Laboratory Assistant, Research Assistant I, all union positions, and all other part-time, hourly positions.

\*\*Exempt employees are exempt from overtime laws. Typical titles in EBS and CMOP are Research Assistant II, Senior Research Assistant, Research Associate, and Senior Research Associate.