

Side letter

Procedures for Information Technology Staff Serving Onboard the Training Ship Golden Bear California Maritime Academy – 2009

This document puts forth procedures for Information Technology (IT) staff members who serve onboard the California Maritime Academy's Training Ship Golden Bear (TSGB) and addresses both their needs and the business needs of the ship. It supersedes all other instructions or information pertaining to working hours and overtime for IT staff serving onboard the TSGB.

The greatest demand on IT time during the cruise is during the first two (2) weeks of each cruise following which the workload tapers off. The intent of the following instructions is to embrace the CBA in all respects while also addressing the peak workload situation at the start of cruise.

I. Work Week

1. A normal work week (as defined in the CBA) consists of forty hours in a seven day period beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.
2. Overnight leave while in port must be approved by the Captain or Chief Engineer (depending on who is the designated onboard supervisor).

II. Overtime for non-exempt employees

A. First Fourteen (14) Consecutive Calendar Days of a Cruise

1. The IT staff member on cruise is pre-approved to work a maximum of twenty-four (24) hours overtime based on the business needs of the ship during the first fourteen days of a cruise. If more than one IT support staff member is onboard, each IT staff member will be pre-approved to work a maximum of fourteen (14) hours overtime based on the business needs of the ship during the first fourteen days of a cruise.
2. It is preferred that these twenty-four (24) pre-approved overtime hours referenced in A (1) above be worked over the first two weekends at sea.
3. Any overtime beyond the pre-approved maximum referenced in A (1) above of either twenty-four (24) hours for a sole IT staff member on cruise or fourteen (14) hours if more than one IT staff member is above, must be pre-approved as described in Section B below and shall conform to the call-back provisions written in Section 19.17 and 19.18 of the CBA.

B. Remainder of the Cruise (Commencing On the 15th Day)

1. All overtime beyond the first fourteen days must be pre-approved in writing by one of the following individuals prior to commencing overtime work.
 - Captain
 - Chief Engineer
 - Chief Information Officer (CIO)
 - Director of IT
2. In accordance with Section 19.4 of the Collective Bargaining Agreement, "overtime shall be authorized and assigned by the appropriate administrator."
3. Overtime will only be authorized when IT services fail that affect critical ship business functions or groups of individuals. Examples include but are not limited to the following:
 - a) Satellite communication problems that impact the ship
 - b) Learning Management System (LMS) problems that affect a class or all users
 - c) Exchange/email problems affecting groups (such as faculty or students) or all individuals.
 - d) The failure of an instructor's workstation that prevents an instructor from teaching a class
4. If work performed outside of normal duty hours was not preapproved, it can be submitted for approval after the work was performed as long as the work met the criteria referenced in B(3) above.

III. Posting of Duty Shifts and Whereabouts

1. The current duty schedule of each IT staff member serving on cruise shall be posted on the outside of the IT office door (see example in Appendix).
2. IT staff members should post their whereabouts on the outside of the IT office door whenever possible (including time out and when expected back).

IV. Shore Leave

1. Before disembarking from the ship, IT staff members shall check with the Captain or Chief Engineer to make certain that it is ok to disembark and while in port, daily verbal contact with the Captain (or the Chief Engineer) must be made to insure that there are no IT-related emergencies pertaining to ship's business. Overnight leave in port must be pre-approved by the Captain or Chief Engineer.

V. Reporting/Line of Authority

1. IT staff members on cruise will report to the Captain or Chief Engineer.
2. Day-to-day assignment and instructions shall be provided by the CIO or his/her designee.
3. The Captain of the ship, by virtue of command, may direct IT staff members to perform a duty or task. The Captain's orders are to be executed faithfully. If these orders result in overtime work, the overtime is to be immediately reported to the Director of IT and CIO.
4. At the conclusion of each day worked, each IT staff member onboard the ship is required to send a daily log of his/her time worked which details activities of the day, problems encountered and status reports. This report is to be emailed to the CIO.

APPENDIX

Notice to Post on Cabin Door

<p style="text-align: center;"><u>Do Not Disturb</u></p> <p style="text-align: center;">Outside of These Duty Hours</p> <p style="text-align: center;"><u>Duty Hours</u></p> <p>Monday: Tuesday: Wednesday: Thursday: Friday: Saturday:</p>

For the CSU:

Brian J. Hurst 4/24/09
Brian Hurst Date

For the CSUEU:

Teven Laxer 16 Apr 2009
Teven Laxer Date

For the CMA:

Kay Miller 4-16-09
Kay Miller Date

For the CSUEU:

Dennis Miller 04/16/09
Dennis Dillon Date

For the CSUEU:

Chuck Constantine 16 Apr 09
Chuck Constantine Date

For the CSUEU:

Mick Bowlin 4/16/09
Mick Bowlin Date