

## ARTICLE 26

### CRUISE EMPLOYEES

#### Training Cruise

- 26.1 This Article applies to all California State University Maritime Academy (Cal Maritime) employees who may be assigned to a training cruise. This Article supersedes all other agreements, side letters, and the like, regarding Cal Maritime training cruise operations and food service.

#### Food Service Cruise Classification

- 26.2 All unit 5 "cruise range" classification codes will no longer be used by the University.
- 26.3 Existing employees who are in cruise range classification codes shall be reassigned to either a 10/12, 11/12, or 12/12 pay plan at Cal Maritime's discretion. Employees in 10/12 and 11/12 pay plan shall be assigned work schedules by the Appropriate Administrator. Their new rate of pay shall fall within their assigned classification salary range, but in no event shall their salary rate be decreased as a result of the reassignment.

When reassigning those assigned to cruise range classification code, to a 10/12, 11/12, or 12/12 pay plan, Cal Maritime shall give consideration to employee preference, but the decision to reassign remains with the Appropriate Administrator based on the operational needs of the campus.

#### Food Service Employees Assignment to a Training Cruise

- 26.4 Unit 5 employees who wish to be considered for training cruise assignments shall notify their Appropriate Administrator in writing by a date provided by Cal Maritime. Employees who were previously assigned to a cruise range code, and have previously performed in a satisfactory manner, shall have preference for a training cruise assignment.
- 26.5 A temporary appointment will be made for those assigned to go on a training cruise who hold a 10/12 or 11/12 appointments. For employees who hold a 10/12 or 11/12 appointment, this additional temporary appointment shall be 15% greater than their normal rate of pay, not to exceed the maximum of the salary range.

Employees with a 12/12 appointment may volunteer to go on a training cruise, but the decision to release the employee to go on a training cruise shall remain with the Appropriate Administrator, who will take into account the operational needs of the campus. If the employee is released to go on the training cruise, the employee shall receive pay 15% greater than their normal rate of pay, not to exceed the maximum of the salary range.



## Non-Food Service Employees Assignment to a Training Cruise

- 26.6 Based on the operational needs of Cal Maritime, the Appropriate Administrator will decide which classification(s) of employee(s) shall be assigned to a training cruise assignment. Employees in those classification(s) who are determined to be qualified for a specific training cruise assignment, as determined by the Appropriate Administrator, will be assigned to the training cruise. The Appropriate Administrator may solicit volunteers for the training cruise assignment. Employees who wish to be considered for a training cruise assignment shall notify their Appropriate Administrator in writing by the date provided by Cal Maritime.
- Employees, and any designated alternate employees, must be notified of their cruise assignment and its related requirements at least sixty (60) days prior to the beginning of the training cruise. Training cruise assignments may be made with less than sixty (60) days notice only in the unusual situation in which the employee(s) who were given advance notification are no longer able to attend the training cruise.
- 26.7 Employees whose Position Descriptions contain no reference to a cruise requirement shall not be required to work on a training cruise.
- 26.8 Employees working on a training cruise shall receive a rate of pay 15% greater than their current monthly rate of pay, not to exceed the maximum of the salary range. This monthly rate of pay shall be pro-rated based on the number of days assigned to the training cruise.

## Incidental Pay Premium

- 26.9 All employees who are required to go on a training cruise are to receive at least seven dollars (\$7.00) per day incidental pay, or the state approved incidental expense for travel (whichever is greater) for each day worked on a Cal Maritime training cruise. This allowance is provided to all employees while on a training cruise, and not just to those in Food Service series positions.

## Employee Requirements & Reimbursement

- 26.10 If any employee is required to obtain a physical exam, x-ray, vaccination or medical or drug/alcohol testing for cruise purposes, the cost - including time off (not to exceed four hours) - will be borne by Cal Maritime.
- 26.11 If any employee is required to obtain or renew a Merchant Mariner Credential/Document (Z card), Transportation Worker Identification Credential (TWIC card), or any other document and/or credential required by a governmental agency for cruise purposes, the cost of doing so shall be reimbursed by Cal Maritime.

Time spent by employee participating in training and examinations required by the credentialing process shall be considered as hours worked.

- 26.12 If any employee is required to obtain or renew their passport for cruise purposes, the cost of doing so shall be reimbursed by Cal Maritime.

Miscellaneous

- 26.13 Exercise of discretion by the Appropriate Administrator, as allowed under this Article, shall not be subject to the Grievance Procedure.

- 26.14 While employees are on a training cruise, no scheduled vacation or CTO usage shall be authorized.