



Please print and post at your vessel/ facility for all employees to view

Fleet Memo #44: Seaman's Employment Agreements

TDI-Brooks Mariners,

This memo is in response to an ILO complaint that was filed from the Gyre on 27 April 2016 concerning inadequate notification by staffing management for one of our crewman signing off the vessel.

While the specific issue on the Gyre was resolved, it revealed a larger problem dealing with communication between the staffing management and our contracted mariners with regard to the expectations of employment length, the duration of the SEA contract, and crew planning and rotations. To improve communications with our marine crew, the following procedures will be adopted:

- 1) For planning purposes, marine crew will be emailed several months in advance to notify them they are schedule to go to a vessel. This email will include an estimated start date, expected duration of employment, and rate of pay for the position. It will further allow us to confirm whether the crewman is available for work as well as provide adequate time to ensure all documents/certificates are up-to-date and on file.
- 2) Additionally, the Crewing Module's "Planning Page" is being revised to include information about crew rotations for each position (marine and technical staff) and will be accessible to all crew. The revised page now includes the Seaman's Employment Agreement (SEA) expiration date for current crew, who their expected replacement is going to be, and when the rotation is expected to happen. Please note, personnel rotations are subject to the vessels schedule and port calls, but we will try to provide as much advance notice as possible.
- 3) Finally, when a crewman arrives on the vessel and is preparing to sign the SEA, the terms of the contract will explained adequately by the Captain to ensure they understand that it is an *indefinite period agreement* limited to a maximum of six months. While the crewman may work the full six months, the expected length of employment will be clearly defined in the initial email. If any changes are made to the length of work as agreed upon, we will try to provide as much advance notice as possible.

Finally, I would like to reiterate the fact that I am always available to discuss any questions or concerns about the SEAs or crew planning.

Regards,

Peter Hitchcock
Staffing Manager, Maritime Personnel