

**ADMINISTRATIVE PROCEDURES  
AND  
EMPLOYEE HANDBOOK**

**Inter-American Tropical Tuna Commission**

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**Revised 12/1/2013**

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## **REQUIRED POLICIES**

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## **Introductory Statement**

Welcome! As an employee of the Inter-American Tropical Tuna Commission (IATTC / Commission), you are an important member of a team effort. We hope that you will find your position with the Commission rewarding, challenging, and productive.

Because our success depends upon the dedication of our employees, we look to you and the other employees to contribute to the success of the Commission.

The IATTC is an international organization established by Convention. The Director is appointed by the Commission, who then appoints, removes and directs the administrative, scientific, technical and other staff, required for the functions of the Commission, in accordance with the rules of procedure adopted by the Commission. His responsibilities include overseeing all research and administration of the Commission.

This employee handbook is intended to explain the terms and conditions of employment of all full and part-time employees employed by the IATTC. Written employment contracts between the Director and some individuals may supersede some of the provisions of this handbook.

This handbook summarizes the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. Your supervisor will be happy to answer any questions you may have.

## **Right to Revise**

This employee handbook contains the employment policies and practices of the Commission in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

The Director reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. However, any such changes must be in writing and must be signed by the Director.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook sets forth the entire agreement between you and the Director as to the employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or in any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

## **Equal Employment Opportunity**

The IATTC is an equal opportunity employer and makes employment decisions on the basis of merit.

### **At-Will Employment Status**

IATTC personnel are employed on an at-will basis. Employment at-will may be terminated with or without cause with a two-week notice at any time by the employee or the Commission. Nothing in this handbook shall limit the right to terminate at-will employment. No employee of the Commission has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. Only the Director of the IATTC has the authority to make any such agreement, which is binding only if it is in writing.

# **HIRING**

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## **TYPES OF APPOINTMENT**

### **Headquarters Personnel**

The first 6 months of continuous employment at the Commission is considered an introductory period. During this time your supervisor will explain your job responsibilities and the performance standards expected of you. You will also have the opportunity to get acquainted with fellow employees. Upon completion of the introductory period, your performance will be reviewed by management and your permanent appointment may be confirmed by the Director.

In addition to employment opportunities within La Jolla Headquarters, personnel may also be assigned to work at a Commission field station or attend meetings outside of the U.S. As such, a valid passport may be required at the employee's expense.

### **Job Duties**

Be aware that your job responsibilities as explained during your introductory period may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the Commission. Your cooperation and assistance in performing such additional work is expected.

The Director reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

### **Contractual Labor**

Personnel who enter into a contract with the Director to perform contracted services and paid a flat fee.

### **Casual Labor**

Personnel employed on an hourly basis for projects expected to last 90 days or less.

### **Temporary Employees**

Personnel hired on an hourly basis to fill temporary positions expected to exceed 90 days but not more than one year. (A temporary appointment may be extended up to one additional year in cases where, due to unforeseen circumstances, the termination date of the project on which the employee is working must be extended beyond the time originally planned for.)

## Term Employees

Personnel hired to work on a specific project which is expected to last for more than one year but not more than four years. This category includes those who, following initial training at headquarters, are assigned to work at a Commission field station overseas.

## Permanent Employees

Personnel hired to fill full-time permanent positions. Those whose work schedule may vary from week to week shall normally be paid on an hourly basis; those on a fixed schedule shall normally be salaried. (The term "permanent" does not guarantee continued employment. The Director retains the right to dismiss employees in case of unsatisfactory performance, a shortage of Commission funds, or a major change in Commission objectives.)

## Local Hires Overseas

Personnel hired at Commission offices overseas who are citizens of the country in which they are hired and who are employed specifically to work in their country. The pay rates, fringe benefits, and terms of employment of professional staff shall correspond to those of government employees with similar responsibilities in the country where they work. Local hires will be paid in accordance with local labor rates.

## Position Classifications

### Administrative Personnel

- Deputy Director: Replaces the Director during his absence and provides logistical support to the Director.
- Coordinator of Scientific Research: Under the supervision of the Director prepare research plans and recommend to the Director appointments, removal, and directing of the scientific, technical and other staff, as required, for research plan implementation
- Executive Officer: Responsible for all Administrative, Accounting, and Human Resources, as well as other duties as assigned by the Director.
- Senior Policy Advisor: Serves as primary fishery management advisor to the Director.
- Head of Program: Responsible for coordinating work done within their program and reporting to the Coordinator of Scientific Research and the Director.
- Fishery Policies Officer: Responsible for providing logistical support to the Senior Research Management and Policy Advisor.
- Administrative Assistant: Responsible for providing logistical support to the Executive Officer.
- Secretary to the Director (English-Spanish): Serves as primary secretary to the Director.
- Bilingual Secretary (English-Spanish): Responsible for providing logistical support to the staff
- Translator (English-Spanish): Responsible for translating all meeting documents and other documents as necessary

### Scientific Personnel

- Chief Scientist: Has supervisory responsibility of all scientific programs; and serves as senior scientific advisor to the Director.
- Senior Scientist (GS 12 or above)
- Associate Scientist (GS 9, 10 or 11 )
- Assistant Scientist (GS 5 or 7 )

### Technical Support

- Laboratory Technician
- Statistical Technician
- Computer Technician

## RESPONSIBILITY AND ACCOUNTABILITY

### All Hands

- The Organization Chart shows lines of accountability for staff through their immediate supervisors to the Director.
- Every employee is accountable to the Director for all materials, supplies, tools, funds, credit cards, etc. placed in their charge.
- A current and complete list of employee advances will be maintained by the Administrative Assistant.
- A current and complete list of technological equipment will be kept by the IT department.
- Transfer or disposal of physical equipment must be approved beforehand by the Director and reported to the Executive Officer.

### Externally Funded Projects

- When an externally funded project has been awarded to the IATTC, the Principal Investigator (PI) is to give the Executive Officer a copy of the signed agreement, purchase order (P.O.) or other document that specifies the work to be done detailing scheduled payments.
- All externally funded projects shall include an amount for administrative overhead costs equivalent to a minimum of 20% of the total budget.
- All Projects are to be labeled with a project code for tracking purposes by the Executive Officer. All expenditures are to be referred to using the project code on all purchase requisitions.
- The PI is to advise the Executive Officer of any billing requirements, including any milestones during the project that should trigger billing.
- The Executive Officer will provide a monthly income and expenditure report to the PI. The PI is responsible for verifying the accuracy of the reports and providing the Executive Officer all related expenditures for preparation of such reports.
- All financial records are to be maintained by the accounting department and the possibility of multiple year funding should be discussed at inception so that potential subsequent review of supporting documentation by the grantor is made possible.

## Condition of Employment

### The Work Day

- The normal work day at Commission headquarters begins at 8:00 a.m. and ends at 4:30 p.m. with a lunch period from 12:00 noon to 12:30 p.m.
- 15 minute Coffee “breaks” are allowed from 9:30 a.m. to 9:45 a.m. and from 2:30 p.m. to 2:45 p.m.
- A variation of this schedule may be allowed at the discretion of the supervisor without interfering with day to day Commission business.

### Attendance and Punctuality

- It is necessary for the effective achievement of the Commission's business and the employee's own personal welfare (e.g. urgent phone calls, emergencies, etc.) that the Secretary to the Director know at all times the whereabouts of every member of the staff during normal working hours and where (s)he may be contacted when away from her/his usual location during these hours.
- All employees are required to carry a valid badge and key card access at all times while at headquarters
- In cases where an employee will be working in some part of the headquarters building other than his own office for extended periods of time (i.e. 30 minutes or more) it is advisable that (s)he notify their supervisor or the Secretary to the Director.
- When it is necessary to be absent from duty for eight hours or more for reasons other than unexpected illness, the employee should obtain their supervisor's authorization to do so before taking leave. Absences must be reported to the Secretary to the Director and posted onto the staff calendar.
- When pre-arranged appointments for medical attention of any kind have been made (i.e. when the employee is aware in advance that (s)he will be absent from duty on sick leave), it is required that the employee notify their immediate supervisor prior to the absence.
- When off duty because of unexpected illness, the employee should first notify their supervisor or the Secretary to the Director as soon as possible or have someone do so on his or her behalf.
- When on travel status, all IATTC employees are required to post all details related to their travel on the IATTC staff calendar. Information to be provided should include details such as dates of travel, name and location of hotel where they will be staying, and the event/meeting they are attending.

## Pay Periods and Pay Days

- Pay periods are from the 1st of each month through the 15<sup>th</sup> and from the 16<sup>th</sup> of each month through the last day of the month.
- Salaries or wages earned from the 1st through the 15<sup>th</sup> of the month are paid on the 15<sup>th</sup> of that month. Salaries earned from the 16<sup>th</sup> through the last day of the month are paid on the last day of the same month.
- When pay day falls on a Saturday, Sunday or holiday, checks will be distributed on the preceding Friday or the last work day preceding the holiday.
- New or terminating salaried employees having earnings of less than 1/2 month will be paid at an hourly rate of 1/2080th (the number of working hours in a year) of the annual salary in effect for each hour worked.
- Hourly employees will submit a time sheet signed by their immediate supervisor at the close of each pay period.
- No report of hours worked is required of salaried employees. However, all employees, hourly or salaried, who are assigned to sea duty for 1 day or more, must submit time sheets covering hours spent at sea, as required by the California State Workmen's Compensation Laws.

## Removal Expenses

When a headquarters staff member is assigned to duty away from San Diego and such assignment necessitates a move of the family and household effects, reasonable costs to transport the family and the household to the new location will be reimbursed. In accordance with normal purchasing procedures, the usual call for bids where practicable applies. Costs for surface transportation of a reasonable amount of household effects (2,500 pound limit for single people; 7,000 pound limit for families) and insurance on same while in transit will also be borne by the Commission. Actual costs of other legitimate travel expenses (lodging, food, etc.) will be allowed on route to the new duty station and while getting settled. Other moving expenses may be paid on a case by case basis at the discretion of the Director. The Commission may pay up to 15-days of expenses with exceptions made in unusual circumstances at the Director's discretion. Neither transportation nor insurance costs of a private vehicle will be borne by the Commission unless it is clearly in the Commission's best interest to do so.

## **LEAVE OF ABSENCE**

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## Annual Leave

1. Annual leave is available to all permanent and term headquarters employees starting with the date of employment and to all temporary employees starting 90 days after the date of employment. Employees in the 50 states of the U.S. or in Puerto Rico may accumulate and carry forward into a succeeding year annual leave of not more than 240 hours unless so authorized by the Director. Headquarters employees stationed in other locations may accumulate up to 360 hours. There shall be no limit to the number of hours the Director and the Deputy Director may accumulate and carry forward. The number of hours of annual leave earned each pay period (i.e. one half month) is determined by the following schedule:
  - Salaried employees with less than 3 years Commission service earn 4-1/3 hours per pay period, i.e. 13 working days per year.
  - Salaried employees with 3 years but less than 15 years service earn 6-2/3 hours per pay period i.e. 20 working days per year.
  - Salaried employees with 15 or more years service earn 8-2/3 hours per pay period, i.e. 26 working days per year.
  - Eligible hourly employees with less than 3 years of Commission service earn the following number of hours of annual leave per pay period- $104/2080 \times$  no. of hours worked. Those with 3 years of service but less than 15 earn  $160/2080 \times$  no. of hours worked. Those with 15 years or more of service earn  $208/2080 \times$  no. of hours worked. However in no case shall the annual amount of annual leave earned by an hourly employee exceed 104, 160 or 208 hours, depending on the employee's length of service as explained above.
  - Employees must obtain approval from their supervisor for all planned vacation leave. While every effort will be made to accommodate the employee's wishes concerning the specific time (s)he takes vacation, the final decision is subject to the Director's discretion so that Commission business may be conducted without impairment.
2. Unused annual leave (up to the allowable amount) will be paid upon termination at the rate of  $1/2080^{\text{th}}$  (the number of working hours a year) of the annual salary at time of termination for each hour of unused annual leave.

## **Sick Leave**

1. Sick leave is available to all temporary, term and permanent employees. Permanent and term employees earn sick leave from the date of their employment. Temporary employees are required to wait 90 days from the date of employment before receiving this benefit. Sick leave accrues at the rate of 5 hours per pay period (i.e. 15 days per year) for permanent employees, and is broken down to a daily and/or hourly basis for hourly employees using the same rate as above.
2. There is no maximum placed on the accumulation of sick leave.
3. Sick leave of 4 consecutive (excluding weekends and holidays) days or more must be substantiated by a written certification of the attending physician and if not so substantiated, will be deducted from the employee's annual leave.
4. If illness of more than 4 consecutive days occurs while an employee is on annual leave, the period of illness may be charged to sick leave if illness is certified by an attending physician.
5. See Disability and Worker's Compensation benefits in cases of accidents or illness when unable to perform one or more of the main duties of your regular occupation for an extended period of time (i.e. more than 4 consecutive days).
6. No payment is made for unused sick leave. Employees are reminded that sick leave is to be used only for sickness or a reasonable time to obtain medical attention for oneself or that of a minor child or parent (at the supervisor's discretion). Sick leave used to obtain medical attention for anyone other than oneself, a parent or child must be approved by the Director. If an employee exhausts all sick leave, annual leave will then be charged automatically unless otherwise advised.
7. Time taken for other personal business is to be charged to annual leave.
8. If a staff member exhausts all sick leave, annual leave will be charged unless otherwise advised.

## **Pregnancy Disability Leave**

Pregnancy, childbirth, or related medical conditions will be treated like any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Employees who need to take pregnancy disability must inform their immediate supervisor, the Director and the Executive Officer when leave is expected to begin and how long it will likely last providing notification of at least 30 days prior. Employees must consult with the supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Commission. Any such scheduling is subject to the pre-approval of the employee's health care provider. If 30 days' advance notice is not possible; notice

must be given as soon as practical.

Upon the request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child.

Pregnancy/ sick leave begins when ordered by the employee's physician. Any time taken prior to this date will be charged to vacation leave.

The employee must provide the Commission with a certification from a health care provider if sick leave is to be taken before the birth of the child. The certification indicating disability should contain:

- The date on which the employee became disabled due to pregnancy;
- The probable duration of the period or periods of disability; and
- A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.

Extended leave of absence for maternity reasons requires an approval by the immediate supervisor and must be communicated to the Director and the Executive Officer prior to the planned absence. All extended leave taken for non-medical reasons is first chargeable to annual leave; however, if she is actually unable to perform the duties of her job as a result of the pregnancy or complications thereof, sick leave may be charged if available. Any extended leave taken for medical reasons must be reported to the Executive Officer immediately. An employee may take additional time off either before or after the birth of her baby (in the case of a male employee, he also has the right to use this period of time to cope with his newborn baby), requesting annual leave just as she would request annual leave for any other personal reason. If the employee does not have enough annual leave to cover the additional time off that she wants to take, she may request leave without pay. All leave without pay must be authorized by the immediate supervisor and the Director in advance.

## **Time Off for Voting**

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

## **Jury Duty and Witness Leave**

The Inter-American Tropical Tuna Commission (IATTC) is an international organization. Public Law 291, 79th Congress, Chapter 652, 1st Session (H.R. 4489) extends certain privileges, exemptions, and immunities to international organizations and to the officers and employees thereof. Executive Order 11059, October 25, 1962, designates the IATTC as one of the organizations that is to enjoy those privileges, exemptions, and immunities.

It is the policy of the IATTC not to provide paid leave for employees who are required to serve jury duty unless authorized by the Director.

## **Military Leave**

Temporary or permanent employees of the Commission in the National Guard or one of the military reserve organizations shall be granted military leave with pay for not more than 15 calendar days in any calendar year when called to active duty or training with the Armed Forces. When called to duty as guardsmen or reservists for purposes of law enforcement, such Commission employees are entitled to leave not to exceed 22 additional work days in any calendar year, with military pay for any portion of the 22 days so used being offset against Commission pay for the same period.

## **Religious Leave**

Employees are required to work compensatory overtime for time off without charge to leave if their personal religious beliefs require that they abstain from work during certain periods of a work day or work period. Any employee who works compensatory overtime for this purpose is entitled to an equal amount of compensatory time off (hour for hour) from his scheduled tour of duty. An employee may work such compensatory overtime before or after the grant of compensatory time off. A grant of advanced compensatory time off must be repaid by the appropriate amount of compensatory overtime work within a reasonable period.

## **Bereavement Leave**

The Commission grants leave of absence to employees in the event of the death of the employee's immediate family, i.e.: spouse, child, parent, legal guardian, brother, sister, or grandparent. An employee with such a death in the family may take up to 3 consecutive scheduled workdays off with pay with the approval of their supervisor. If attendance requires travel, then additional time may be given at the discretion of the Director.

## **Leave Without Pay**

Employees may be granted leave without pay at their request but at the discretion of the Director. It may be granted whether or not the employee has sick leave to their credit. Extended leave without pay may be approved for such purposes as education which would benefit the Commission or for recovery from illness or disability.

## **Sea Pay**

When employees make trips at sea of 7 days duration or longer, they will be paid at the rate of 16 hours per day for each Saturday, Sunday, or legal U.S. holiday spent on the vessel during that trip. If the vessel returns to a port during the trip to refuel, for repairs, etc., sea pay for weekends and holidays will continue to accumulate as long as the employee remains on assignment to that particular cruise.

When a cruise leaves port after 12:00 noon or arrives back to port at the termination of a cruise prior to 12:00 noon on a Saturday, Sunday, or holiday, sea pay will not be granted for that day.

When mutually agreed upon by the Director and the person concerned, contract personnel may also be granted sea pay but no sea pay will be given to employees hired specifically as crew members for a vessel.

Sea pay will be calculated according to the employee's actual pay rate in force at the beginning of the trip to sea; except that the maximum rate for sea pay shall not exceed that of the Commission's GS 10, Step 1 level.

At the option of the Director, compensatory time off may be given in lieu of monetary payment.

Payments for sea pay will be included with the employee's pay check for the pay period following the filing of the claim.

## **Compensatory Time**

When support staff members are required by the Director to work on weekends or U.S. public holidays, they may be entitled to take one days' leave as compensation for each day on which they worked for more than four hours. Compensatory time is not available to professional salaried staff whose position may require additional hours to perform their duties unless otherwise authorized by the Director.

# **BENEFITS**

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## Holidays

The IATTC Lab located in La Jolla observes the following paid holidays in accordance with the United States Government calendar:

- January 1 (New Year's Day)
- Martin Luther King Jr. Birthday
- Presidents' Day
- Memorial Day
- July 4th (Independence Day)
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

## Employee Benefits

### Medical and Dental Insurance

The Commission provides a comprehensive medical and dental insurance plan for eligible employees working more than 30 hours per week and provides the opportunity to enroll dependents at the employee's expense. The pre-tax premiums paid for dependent coverage are taken via pre-tax payroll deductions. Details about medical insurance coverage are available in a separate publication distributed by the Administrative office.

### Life Insurance

Employees with full-time permanent positions and term employees working more than 30 hours per week receive a life insurance benefit equivalent to one and one-half (1 ½) of their salary. Provider limitations apply upon reaching certain ages and are not within the control of the Commission to change. Additional voluntary life insurance is available subject to provider qualifications at the employees' expense.

## Accidental Death and Dismemberment Insurance (AD&D)

All temporary, term and permanent full-time employees working more than 30 hours per week are automatically covered for \$50,000 at the Commission's expense.

## Workers' Compensation

You are protected by the Commission's workers' compensation insurance policy while employed by the Commission, at no cost to you. The policy covers you in case of occupational injury or illness.

## Disability

Partial disability due to sickness or injury, where the employee is unable to perform one or more of the main duties of his or her regular occupation for a period in excess of 8 days; or is unable to perform such duties on a full-time basis should report it immediately to the Director, Executive Officer, Administrative Assistant or supervisor to determine eligibility for disability benefits.

## Return to Work Policy

To minimize serious disability due to on-the-job injuries and to reduce the effects to our injured employees, the IATTC has developed guidelines to deal with time loss claims in which the employee can be offered temporary transitional work.

Transitional jobs will be identified after obtaining and examining the injured employee's physical limitations or restrictions. "Transitional Work" might be the employee's regular job, modified by removing heavier tasks and reassigning these to other employees; a different regular job currently existing at the workplace, or a job, which is specifically designed around the employee's restrictions.

A transitional job offer will be made only when the work is available and of benefit to the Commission. The transitional job, if offered, will end on the date the employee receives a medical release, or there is no longer a need for the transitional work.

Each case will be assessed individually based on need. Transitional work may not be available in every case. Wages will not necessarily be the same as that of the regular job, and in some cases employees may be eligible for a wage supplement from State Compensation Insurance Fund.

A team consisting of the injured employee, his or her supervisor, the Director or the Executive Officer, and the employee's physician will handle on-the-job injuries and occupational diseases. The team approach is the most effective method for achieving a return to productive work at the earliest opportunity.

## Retirement Plan

The Commission provides a 403(b) plan for eligible permanent and term employees contributing a predetermined fixed percentage of gross wages earned to the employee's account each pay period. In addition to the fixed monthly contribution, all eligible employees are entitled to receive a match according to their contribution of up to 4% of their salary. For information regarding eligibility and participation contact the Administrative Assistant.

Staff employed prior to 2003 may be covered by a different retirement plan. Further information can be provided by the Executive Officer.

# **MANAGEMENT**

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## **Open-Door**

Suggestions for improving the work of the staff are always welcome. At some time, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your good-faith complaints, questions, and suggestions also are of concern to management. We ask you to first discuss your concerns with your supervisor, following these steps:

1. Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation.
2. If the problem persists, you may describe it in writing and present it to the Executive Officer, who will investigate and provide a solution or explanation.
3. After discussing with the Executive Officer you feel that the situation has not been resolved to your satisfaction, you are entitled to bring the matter to the Director.

This procedure, which we believe is important for both you and the Commission, cannot guarantee that every problem will be resolved to your satisfaction. However, your observations are valued and you should feel free to raise issues of concern, in good faith, without fear of retaliation.

## **Names and Addresses**

The Commission keeps current all employees' names and addresses. Employees are responsible for notifying the Commission in the event of a name or address change.

## **Court Ordered Obligations**

In compliance with Department of State recommendations, the Director will on a voluntary basis without waiving the Inter-American Tropical Tuna Commission's immunity from suit provide court-ordered or subpoenaed information required to determine the salary and benefits of an employee involved in divorce and family law proceedings, and will take steps to enforce court-ordered payments to divorced spouses and dependent children.

## **COMMISSION PROPERTY**

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## Housekeeping

All employees are expected to keep their work areas clean and organized and all food should be consumed in the staff lunch room. People using common areas such as lunch rooms and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly. Recycling containers are located throughout the office. Employees are encouraged to utilize all recycling containers when appropriate.

## Smoking

Smoking is not permitted in any enclosed area of the facility and within 50 feet of the building.

## Vehicles

Commission vehicles are purchased for IATTC official business and should be utilized accordingly. Employees who are required to drive a Commission vehicle or their own vehicles on Commission business will be required to show proof of a current valid driver's license and insurance. Employees using Commission vehicles should help maintain the vehicles in a tidy condition. There is no smoking allowed in any Commission vehicle at any time. All personal belongings and trash must be removed from the vehicle after each use. All spills or physical damage to vehicles must be reported to the Executive Officer immediately.

The vehicle registration and insurance information is in the glove compartment of all vehicles. Mexican insurance on vehicles is provided for staff required to travel into Mexico. However, any employee contemplating travel to Mexico must first refer to the active list of authorized drivers to make sure they are allowed to do so.

All Commission vehicles must have a minimum of  $\frac{3}{4}$  tank of gas upon returning to the Commission. All Commission vehicles have gas cards attached to the keys.

Commission employees are prohibited from using mobile phones while operating Commission motor vehicles. If you are involved in an accident due to the use of a mobile phone, you may be discharged from service and will be responsible for any repairs / charges not covered by the insurance binder.

Use of the Commission vehicles for local personal use must first be approved by the Director – or the Executive Officer in the Director's absence. Note that the vehicles cannot be used for long-distance personal use outside of the County of San Diego. The cost of gasoline is the responsibility of the borrower when used for personal reasons. Therefore, when you take the commission vehicle make sure you start with a full tank. If you borrow the vehicle overnight it must be returned by 8:00 a.m. the next morning unless otherwise authorized by the Director or Executive Officer.

## **Parking**

The parking spaces marked as “Visitor Parking” located within the parking structure are for visitors unless permission is otherwise obtained from the appropriate National Marine Fisheries Service personnel.

Free parking space for personnel in the building is limited. All parking within the structure and access to said parking structure is subject to NMFS policies and procedures. Please contact the Executive Officer regarding obtaining authorized access to the parking structure. A UCSD parking lot is located just south of the Center and may provide additional parking. A UCSD parking sticker is required at all times when utilizing campus parking.

Annual or daily permits may be purchased directly at the UCSD Parking Office. Employees may obtain an annual pass via pre-tax payroll deductions. If interested in this option please contact the Administrative Assistant. Additional street parking at no cost is available.

The Commission is not responsible for any loss or damage to employee vehicles or contents while parked on the street, within the parking structure or on UCSD parking lots.

## **EMPLOYEE CONDUCT**

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## **Punctuality and Attendance**

As an employee of the Commission, you are expected to be punctual and regular in attendance.

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized Company business. Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must under all but the most extenuating circumstances call your supervisor at least one hour before the time you are scheduled to begin working for that day. In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisor of the expected duration of any absence.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, the Commission will consider that you have abandoned your employment.

## **Confidentiality**

Each employee is responsible for safeguarding the confidential information obtained during employment.

In the course of your work, you may have access to confidential information regarding the Commission, its Members, its suppliers, its customers, or perhaps even fellow employees. You have a responsibility to prevent revealing or divulging any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a “need-to-know” basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated.

## **Unlawful Harassment**

The Director is committed to providing a work environment free of harassment. This policy prohibits any form of harassment which includes harassment due to pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, ancestry, physical or mental disability, marital status, registered domestic partner status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation and extends to conduct while traveling on official IATTC business. The Commission's anti-harassment policy applies to all persons involved in the operation of the Commission and prohibits unlawful harassment by any employee

of the Commission, including supervisors and managers, as well as vendors, customers, and any other persons. It also prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Any such incident should be immediately reported to the Director.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, or any comments made in a threatening manner;

Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;

Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;

and retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, submit a written complaint to any supervisor, the Director or the Executive Officer of the Commission as soon as possible after the incident. You will be asked to provide details of the incident or incidents, names of individuals involved and names of any witnesses. Supervisors will refer all harassment complaints to the Director of the Commission. The Director will immediately undertake an effective, thorough and objective investigation of the harassment allegations.

If the Director determines that any type of harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Director to be responsible for such harassment will be subject to appropriate disciplinary action, up to, and including termination. The Director will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

The Director encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

## Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the Director. This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and Commission operations also may be prohibited.

- Falsifying employment records, employment information, or other Commission records;
- Recording the work time of another employee, allowing another employee to record your work time, or falsifying any reported work time on a time sheet or Record of Leave of Absence ;
- Theft and deliberate or careless damage or destruction of any Commission property, or that of any employee;
- Failure to observe the rule of keeping data confidential in accordance with the [Public Domain and Data release Policy](#) and the Antigua Convention. All IT policies are located at <http://intranet2/it/IT%20Policies/Forms/AllItems.aspx>;
- Removing or borrowing Commission property without prior authorization;
- Unauthorized use of Commission equipment, time, materials, or facilities;
- Provoking a fight or fighting during working hours or on Commission property;
- Carrying firearms or any other dangerous weapons on Commission premises at any time;
- Engaging in criminal conduct whether or not related to job performance;
- Causing, creating, or participating in a disruption of any kind during working hours on Commission property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward a supervisor or member of management;
- Using verbal or written abusive language at any time on Commission premises;
- Failing to notify a supervisor when unable to report to work;
- Unreported absence of three consecutive scheduled workdays.
- Failing to obtain permission to leave work for any reason during normal working hours;
- Failing to observe working schedules, including rest and lunch periods;
- Failing to provide a physician's certificate when requested or required to do so;
- Sleeping or malingering on the job;

- Working overtime without authorization or refusing to work assigned overtime;
- Wearing disturbing, unprofessional or inappropriate styles of dress or hair while working or representing the IATTC;
- Violating any safety, health, security or Commission policy, rule, or procedure;
- Committing a fraudulent act or a breach of trust under any circumstances; and
- Committing of or involvement in any act of unlawful harassment of another individual.

This statement of prohibited conduct does not alter the Director's policy of at-will employment. Both you and the Director remain free to terminate the employment relationship at any time, with or without reason or advance notice.

## **Business Conduct and Ethics**

Employees must use personal discretion when accepting a gift or gratuity from any customer, vendor, supplier, or other person doing business with the Commission because doing so may give the appearance of influencing business decisions, transactions or service. If in doubt, you are advised to consult with the Director. Any expenses paid by such persons for business meals or trips should be discussed with the Director in advance.

## **WAGES**

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## Payment of Wages

Paychecks are available by 8:00 a.m. in the employee's mailboxes on paydays. If you observe an error on your check, please report it immediately to the Administrative Assistant.

### Semi-Monthly Payments

Paydays are scheduled on the 15th and 31st of the month, or the last workday before the end of the month. If a regular payday falls on a weekend or holiday, employees will be paid on the day before.

### Automatic Deposit

The Commission offers automatic payroll deposit for all employees. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the Administrative Assistant) and return it to the Administrative Assistant at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, you may advise the Administrative Assistant via any written means at least 10 days before the pay period for which you would like the service to end. You may first receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

### Post Differential Pay

A payment of 12 ½ % post differential on salaries of headquarter employees stationed in countries other than the U.S. for assignments of one year or more except in those cases in which the Commission is paying some substantial part of the employees living costs may be given at the Director's discretion to be based on the actual circumstance of each case. Headquarter employees qualified to receive the post-differential are defined as those staff members who were initially employed to work at Commission headquarters and subsequently assigned to posts in countries other than the U.S.A. Upon re-assignment to a post in the U.S.A. the post differential will automatically terminate.

## Deductions

U.S. Federal and California State Withholding Tax and U.S. Social Security Taxes when applicable are deducted from each semi-monthly paycheck of all personnel in accordance with federal and state regulations. All other deductions such as flexible spending, dependent insurance premiums, voluntary life / AD&D premiums, or parking, etc. must be ratified in writing directly with the Administrative Assistant.

## Expense Reimbursements

The Commission reimburses employees for business expenses every month. Employees who have expense accounts or who have incurred business expenses must submit required receipts on a Travel/Expense Form. The employee must sign the form and obtain their supervisor's signature prior to submitting to the Administrative Assistant for processing. If this information is not provided, it may delay the reimbursement of your funds.

# **TRAVEL**

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## Policy

Prior authorization of the Director is required for all business travel away from Commission headquarters other than for local routine duty by filling out a "*Purchase / Travel Requisition*" (form A) . If a travel advance is to be requested, a "*Request for Travel Advance*" should be filled out several days prior to the anticipated date of departure (Form B).

### Business Travel Expense Report

All travel requests must be first approved by the immediate supervisor and then confirmed by the Director. Actual, reasonable travel expenses will be allowed for official travel on behalf of the Commission. Limits on allowance for subsistence and lodging may be specified in travel orders at the Director's discretion. Airline tickets should be purchased via the IATTC credit card.

Reimbursable travel expenses include transportation of employee (and a reasonable amount of luggage), accommodation, meals, official communications, laundry or dry cleaning (for extended travel), taxis and gratuities.

In general, the Commission expects its travelers to use prudent, sound, and conservative judgment under the circumstances prevailing at the time expenses are incurred.

Travel expenses are to be reported on the Commission's "*Travel and/or cash expense*" (Form C), giving details on a chronological daily basis. Forms should be filled out with a pen. All entries should be given in the type of currency used, and then converted to U.S. currency equivalent.

Receipts must be submitted to cover most of the expenses except local phone calls, and local taxi and bus fares. When possible, employees are encouraged to purchase local phone cards to minimize costs. Ticket stubs or copies of travel vouchers may be submitted to substantiate claims for transportation expenses.

International calls may be made utilizing reasonable judgment, and should be mentioned to the supervisor prior to placing the call to avoid ineligibility of the expense.

### Credit Card Policy

The Commission will issue company credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of company-issued credit cards is a privilege, which the Commission may withdraw in the event of serious or repeated abuse. Any credit card the Commission issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall

not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. Employees must pay for personal purchases (i.e., transactions for the benefit of anyone or anything other than the Commission) with their own funds or personal credit cards. The Company will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the Commission's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on behalf of the Commission's that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to immediately reimburse the Commission in full or make other arrangements for repayment with the Director or Executive Officer. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a company credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeating nature of the offense.

Should the employee be terminated, all amounts owed to the Commission become due and payable immediately.

All credit cards are to be returned to the Executive Officer upon leaving Commission employment.

## **Commercial Air Travel**

Assuming reasonable accommodations for personal convenience and safety, Commission's travelers must book the lowest-priced fare available for both domestic and foreign travel. Air travel should be via tourist or economy class and via the most direct route unless it is clearly in the Commission's best interest to do otherwise, regardless of funding source. Cost in excess of the lowest-priced fare will not be paid by the Commission. Typically, lowest-price fare is coach or a lower classification. If a traveler chooses an upgrade over the lowest-priced fare, it is the responsibility of that individual to pay the difference between the lowest-priced fare available and the upgrade amount.

Lower airfare is often possible if the traveler departs a day early, stays an extra day, or stays over Saturday night. The Commission will reimburse the additional lodging, meals, and other costs related to the overnight stay providing these costs do not exceed the amount saved on airfare. The cost savings must be documented.

When possible, reservations should be made far in advance to take advantage of advance purchase discounts. This is often at least one month in advance.

If the traveler uses an indirect route or interrupts travel via direct route for personal convenience or vacation, any additional expenses above the lowest-priced fare available for a direct route will be borne by the traveler. The traveler should include a statement from the travel agency that indicates the cost of the business portion of the trip.

If first-class or business-class travel is used for all or part of a trip because this results in lower travel costs for the entire trip, the cost savings must be documented.

Airline tickets are often non-refundable. The traveler is responsible for analyzing the cost and risks associated with this type of ticket. The traveler should weigh the risk of not using the ticket against the benefit of the reduced cost of the ticket.

If a trip is cancelled for reasons beyond the control of the traveler (e.g., conference cancelled, etc.), the Commission will pay for costs expended to date.

## **Reimbursement for use of private vehicle**

Employees who drive their own vehicles on Commission business will be reimbursed at the published IRS mileage rate which is available from the Administrative Assistant and must be authorized beforehand by their supervisor (Prior approval is not necessary for waterfront assignments, travel to purchase items locally, and other routine Commission business). Any employee driving their personal vehicle for IATTC official business must possess valid driver's license and adequate vehicle insurance coverage on their vehicle.

When an employee goes directly from his/her home to conduct Commission business at some place other than the office, (s) he should record his/her mileage upon leaving home and again upon returning to the office; (s) he may claim this number of miles minus the one-way mileage between his home and the office via the most direct route. If he does not return to the office that day he may claim the total distance he drove that day minus the round-trip mileage between his home and the office via the most direct route.

# **SAFETY AND HEALTH**

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## **Inclement Weather/Natural Disasters**

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include: road closure, heavy rain or severe flooding. If weather conditions prevent you from safely traveling to work, you must notify your supervisor by phone, if telephone service is functional, or by any other available means.
- Natural disasters: In the event of a natural disaster such as earthquake, fire, etc., the office will be closed if the building is damaged or highways leading to the office are damaged. For instructions on reporting to another location, contact the office immediately, if possible.

## **Recreational Activities and Programs**

The Commission will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

## **Security and After Hours**

All employees will be assigned a key card for entry into the IATTC facilities. Each individual is personally responsible for this access key, the room(s) in which (s)he works and the equipment assigned to her/him.

# **TERMINATION**

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## **Reductions in Force**

Under some circumstances, The Director may need to restructure or reduce the workforce. If restructuring our operations or reducing the number of employees becomes necessary, the Director will make every attempt to provide advance notice to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the Director will take into account, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

Commission employees who lose their job through no fault of their own and who have at least 12 months of service shall be entitled to a termination benefit based on length of service. The basic allowance shall consist of one week's salary for each of the first 10 years of service and two week's salary for each year of service after 10 years. Employees over 40 years old shall receive an addition 10% of the basic allowance for each year of service after attaining age 40.

The length of service will include previous service for which termination had not been paid.

Periods of less than one year in the above calculations shall be prorated.

No termination benefit will be paid to employees eligible for normal early retirement Unemployment benefits are not paid for nor provided for by the IATTC.

## **Voluntary Termination**

Voluntary termination results when an employee voluntarily resigns his or her employment at the Commission, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. The Director's policy is that all employees are required to give at least two weeks notice. All Commission-owned property, including keys, identification badges, and credit cards, must be returned immediately upon termination of employment. Final pay may be postponed until all such items are returned to the Commission.

## **Involuntary Termination and Progressive Discipline**

Violation of the policies and rules contained in this document may warrant disciplinary action. There is a system of progressive discipline that includes verbal warnings, written warnings, and suspension. The system is not formal and the Director may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to, and including, immediate termination of employment. The policy of progressive discipline in no way limits or alters the at-will employment relationship.

## **Employee References**

All requests for references must be directed to the Director. No other manager, supervisor, or employee is authorized to release references for current or former employees.

By policy, the Director discloses only the dates of employment and the title of the last position held of former employees. If you authorize the disclosure in writing, the Director also will inform prospective employers of the amount of salary or wage you last earned.

## Confirmation of Receipt

I have received my copy of the Inter-American Tropical Tuna Commission's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand that any and all policies or practices can be changed at any time by the Director. The Director reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Director, no employee of the Commission has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Director has the authority to sign any such agreement.

I understand that as an employee of the Inter-American Tropical Tuna Commission I am subject to all provisions of the Antigua Convention. Specifically noting Article XII, Section 3 which reads:

*“In fulfilling their functions, the Director and the staff of the Commission shall not act in any manner that could be incompatible with their status or with the objective and provisions of this Convention, nor shall they have any financial interests in activities such as investigation and research, exploration, exploitation, processing and marketing of the fish stocks covered by this Convention. Likewise, they shall also maintain as confidential, while they are employed by the Commission and thereafter, any confidential information they obtained or to which they had access during their employment. “*

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment is employment at-will; employment may be terminated at the will of either the Director or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the Director and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior Administrative Rules and Procedures and amendments concerning my employment with the IATTC.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_