



#WHEEL WASH

SETTOON TOWING 1ST QUARTER 2014

Congratulations to Capt. Brad Barthelemy

By H. Nelson Spencer with The Waterways Journal

Capt. Brad Barthelemy, a captain for Settoon Towing Company, and master of the 2,600 hp. towboat Olivia Grace Settoon, is no stranger to hard work. He was raised on Grand Bayou in Port Sulphur, La., where, during his teens, he and his kin made a living by “trapping, oystering, shrimping, crabbing and fishing.”

It wasn't unusual, he said, to set as many as 200 traps a day for anything from raccoon, nutria, mink and otters to deer and even gators. “We'd walk the marsh all day, dragging a pirogue. The bayou didn't promise us anything. Some days, we'd fill the boat with shrimp in an hour, but other days, we weren't so lucky. Like my grandfather said, ‘If you want something, you have to work for it. Nothing in life is free.’”

His grandfather is the one who encouraged him to leave the bayou and get a steady job that offered benefits, Barthelemy said. And since he loved being around water and boats, when he was 18, he hired on as a deckhand in the fleet at International Marine Terminal (IMT) in Myrtle Grove, La. and decked there for two years. His work ethic caught the eye of Capt. Roy Bowers, who, he said, helped him develop his decking skills.

In 1990, he went to work in the fleet for Electro Coal (Teco) and while there, he earned his pilot's license at the age of 25 with a lot of training from another mentor, Capt. Erskine Turner, he said. He continued at Electro Coal for five more years, shuttling barges to and from the terminal, before he decided it was time to move on from the fleet and start working along the Lower Mississippi River and Gulf Coast.

To do that, he said, he got a job with Eckstein Marine Services pushing “six packs” and long tows for Kirby Inland Marine from Brownsville, Texas to Mobile, Ala. on the Gulf Intracoastal Waterway, and on the Lower Mississippi. In 2010, he worked for D&S Marine Services for one year. Then he started working for Settoon Towing, which is based in Pierre Part, La., as a relief captain pushing a unit oil tow.

One year later, he said, he was promoted to captain on the Olivia Grace Settoon, where he has “found a home”. The Settoon family has welcomed me with open arms. The support I get from the top, from Russ Settoon, on down is tremendous. It's a great place to work.”

“Brad has been a great addition to our company and has proven that his leadership skills are among the highest,” said Gene Moore, Settoon's executive director-operations. “Brad's commitment to operational excellence is obvious to our management team and is well recognized among his peers. His management style has been successful on the Settoon vessels that he has been on, with an outstanding

safety record to support it. His retention record on his vessel has been excellent, which again is a compliment to the great manager he has become during his tenure here. Brad is among several great captains that Settoon has employed and will continue to provide a great example to young mariners who have elected to start their careers here.”

Barthelemy said he has three brothers and two cousins working on Settoon towboats in various capacities, and other cousins are on boats operated by other companies throughout the industry.

Barthelemy said he still takes to the bayous for fishing and hunting during his off time, but now it is a leisure activity versus a livelihood. For that, he's happy to be on the boat.



Captain Brad Barthelemy

Q&A WITH Brad Barthelemy

Date of Birth: 11/13/1970

What's the favorite part of the job: all the challenges I face everyday

What did you want to be when you grew up: NAVY SEAL

If there was one food you had to eat every day, what would it be: Eggs and Rice

Your Dream Car: 1940 Buick Super Convertible Coupe

Your Favoirtie Move: King of New York

Brad's favorite thing to do as a child: Swim

Brad's favorite saying or motto: Always calling somebody my cousin

SETTOON TOWING WELCOMES

2014 - 1st Quarter New Hires

Douglas Parker	Pilot
Christopher Garner	Tankerman
Josh Mitchell	Pilot
Kristofer Stewart	Tankerman Trainee
Timothy Marcel	Engineer
Joshua Maupin	Pilot
Jeremy Dupre	Port Engineer-Tugs
George Barnes	Pilot
Will LeBoeuf	Pilot
Desire' Foret	Oper. Asst.
Craig Burgh	Tankerman
Naquille Martin	Deckhand

Edward Tillman	Deckhand
Justin Waldon	Deckhand
Ada LeBoeuf	Personel Scheduler
William Campbell	Deckhand
Randy Pellegrin	Pilot
Samuel Bussey III	Tankerman
Calvin Dean Jr	Deckhand
Jacob Carr	Deckhand
Mitchell Hulin	Tankerman
Ashton Muth	Deckhand
Matt Parnell	Deckhand
Jean Taylor	Deckhand

New Equipment

Name	Year Built	Size	GT	NT	HP
NICK P SETTOON	2013	73 x 30 x 11	161	129	2,000
MISS POLLY	1976	55 x 22 x 8	101	69	1,000



Nick P. Settoon

If you would like to contribute a picture or article to be published in the Wheel Wash, please send to kellie.burnett@settoontowing.com Pictures will be chosen every quarter and safety points will be provided to the winner.



Important Tips For Using Your Dental Benefits

Accessing Your Benefits

- Our goal is to make using your benefits as easy and trouble-free as possible. Login as a current Member on our website www.AlwaysCareBenefits.com to search for the most up-to-date listing of Providers in your area, view benefits, view status of your claims, print ID cards, and access other forms and documents. If you do not have access to the internet, please call our Customer Service Representatives toll free at 1-888-729-5433, Ext. 2013.

Tips and Tricks to Make Eating Healthy Taste Great



When you prepare meals and snacks, it's important to combine taste and nutrition. That way, you're eating healthy while enjoying your food.

- Try different preparation methods. Broil, grill, roast, sauté, mash, steam or poach. Try making your food in a different way than usual
- Try high-heat cooking methods. Intensify the flavor of meat, poultry and fish by pan-searing, broiling or grilling. For veggies, brush them first with a little olive oil and use a very hot oven (450 degrees F). They will gain a sweet, smoky flavor.
- Just don't overcook. Vegetables lose nutrients, and meats and fish become tough and unappetizing. Follow proper cooking techniques, times and temperatures so your food comes out palatable and nutritious.
- Use more herbs and spices. You might be amazed at how greatly herbs and spices can change the flavor of your food—without added sodium! Strong flavors, such as cilantro or garlic, only require a small amount.
- Enhance the flavor of fish and poultry with citrus. Use some grated orange, lemon or lime rind. A little goes a long way!
- Fill your salt shaker with a blend of seasonings. Make it convenient for yourself to season without salt. Try an Italian seasoning blend, herbes de provence, or another favorite blend of herbs or spices.
- Try one new fruit, vegetable or whole grain every week. If you've never heard of it before, even better.
- Check the Internet for recipes and information about how to prepare the item.
- Use chopped nuts as a healthy topper. Add to salads, casseroles and stir fries. Try toasting nuts in a frying pan to further enhance their flavor.
- Give your sandwich a boost. Skip the mayo and add sliced avocado, tomato, cucumber, green pepper or sprouts. Choose lean roast beef, ham, turkey or chicken. Use whole-wheat bread. For a flavor kick, try horseradish, tangy mustards, chutney or wasabi.
- Make soups and chilies heartier and more colorful. Use multiple types of legumes, vegetables and lean meats. Serve with whole-grain rolls or bread.
- Make tastier oatmeal. Use low-fat or fat-free milk in place of water, and add a handful of dried fruits or nuts.
- Give salads a healthy splash. Try mixing balsamic vinegar with a little olive oil for a savory low-calorie dressing.
- Add a variety of flavors with whole grains. Try quinoa, bulgur, brown rice or amaranth as an extra ingredient in casseroles, soups, salads, salsas or hot cereals

Vehicle Usage Policy

This is Settoon Towing's policy for employees operating company-owned, leased, personal, rental or other vehicles while on company business. The following procedures and requirements are considered to be minimum standards. In addition, please note that Settoon Towing's Operation Department has developed more restrictive procedures concerning rental cars and such restrictions are included herein below

Settoon Towing employees operating company-owned, leased personal, rental or other vehicles while on company business must adhere to the following:

1. Must have a valid driver's license to drive any vehicle on company business and must refrain from driving on company business if their license is suspended or revoked. Employees operating company-owned, leased, personal, rental or other vehicles while on company business must inform their immediate supervisor and the Safety Department immediately upon the suspension or revocation of their driver's license or driving privileges and may not operate company-owned, leased, personal, rental or other vehicles while on company business.
2. May not drive a company-owned, leased, personal, rental or other vehicles while on company business and must not drive on company business if they have more than one conviction in the prior eighteen (18) months for driving under the influence of alcohol or drugs, or for reckless driving.
3. Settoon Towing, will obtain a copy of his/her driving record from the Bureau of Motor Vehicles (or similar agency in any state) for the Personnel Department's review.
4. Must not drive any company-owned, leased, personal, rental or other vehicles while on company business while under the influence of alcohol or drugs.
5. Must be at least eighteen years old.
6. Must not permit any unauthorized person to drive any company-owned, leased, personal, rental or other vehicles while on company business under conditions which violate this policy, except when necessary in an emergency.
7. Must use seatbelts or other available occupant

restraints and require other occupants to do likewise in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle.

8. Operate all company-owned, leased, personal, rental or other vehicles while on company business in accordance with company regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times.

9. Assume sole responsibility for any and all fines or traffic violations arising out of the operation or use of company-owned, leased, personal, rental or other vehicles while on company business.

10. With respect to company-owned, leased, personal, rental or other vehicles while on company business, you must turn off the vehicle, remove the keys and lock and secure the vehicle when it is unattended.

11. Drive the vehicle at legal speeds appropriate for traffic, weather and road conditions.

12. Immediately report all accidents or violations to Settoon Towing's Safety Department pursuant to the section below entitled Reporting of Accidents and Damage.

13. Must assume responsibility for obtaining information about weather conditions when traveling on company business.

Additional Operation Department Procedures Concerning Rentals Cars Used for Crew Change

14. Do not change drop off location. Example: If your Personnel Scheduler instructs you to drop off the vehicle at the New Orleans airport, it **MUST** be dropped off at that designated location.

15. Cars should be picked up from the rental car facility at the time of rental on the rental agreement (the time given to you by your Personnel Scheduler) – **NO SOONER**. Consequence: If the car is picked up before the scheduled pick up time, the employee will be subject to any additional fees via payroll deduction.

16. If the employee exceeds the set return time (keeping vehicle longer than they are supposed to) they will be subject to any additional fees via payroll deduction.

17. If the employee exceeds the set mileage put in place upon rental, they will be subject to any additional fees via payroll deduction.

18. Accidents should be immediately reported to law enforcement, and to Settoon Towing's Safety Department.

19. The only people that are allowed to be in the vehicle are pre-approved personnel/representatives of, or for Settoon Towing.

20. The only driver of the vehicle will be the person or persons designated by Settoon Towing

Violations of this policy by any Settoon Towing employee should be promptly referred to the Safety Department or Human Resources and may result in appropriate disciplinary action.

REPORTING OF ACCIDENTS AND DAMAGE

Any accident or damage incurred or caused while operating a company-owned, leased, personal, rental or other vehicles while on company business, must be promptly reported to the local police and Settoon Towing's Safety Department.

When you have been in an accident in a company-owned, leased, personal, rental or other vehicles while on company business you must:

1. Get immediate medical aid if you are injured.
2. Keep calm and do not argue.
3. Make no statements or admissions concerning

fault or responsibility for the accident.

4. Do not offer or agree to make payments for the accident or suggest Settoon Towing will do so.

5. Notify the local police.

6. Discuss the accident only with police officers or representatives of Settoon Towing's Safety Department.

7. Record as much information as you can on all of the other parties to the accident. This information should include their name, address, telephone number(s), insurance company, driver's license number, license plate number, make, model and year of their car, precisely where the accident happened, witnesses (with names, addresses and telephone numbers).

8. Refer all questions from lawyers, the other party to the accident, insurance adjusters or representatives of the other party and others to Settoon Towing's Safety Department or General Counsel.

CONCLUSION

The proper utilization of Settoon Towing's company-owned, leased, personal, rental or other vehicles while on company business can save lives, prevent injuries, minimize Settoon Towing's transportation costs and reduce liability. Any questions concerning this policy should be directed to the Safety Department at 985-851-6301 or Toll Free at 866-738-8666.

COMPANY BIRTHDAYS

APRIL

Edward Callais - 1st
Raymond Foret - 2nd
Terry Guillory - 2nd
Ronald Blackburn - 4th
Chad Comeaux - 4th
Ronald Turner - 5th
Larry Dewitt - 6th
Noah Lacoste - 6th
Darryl Brien - 7th
Matthew Hall - 7th
Mace Stark - 8th
Justin Waldon - 8th
Mark Molaison - 11th
Brian Motichek - 11th
James Piper - 11th
Tana Indovina - 13th
Ronnie Turner - 13th
Ross Baudot - 15th
Derek Eskind - 16th
Corey Lacombe - 16th
Josh Matherne - 16th
Germain Scales - 17th
Nathan Waller - 17th

Anthony Finch - 18th
Ferrel Francis - 18th
Shaun Blanchard - 20th
Steven Brunet Jr - 21st
Jerome LeBoeuf - 21st
Todd Maise Jr - 24th
Barrett Deano - 25th
Justin Gibson - 25th
Clois Hunter - 26th
John Falgout - 28th
Emray St. Pierre - 28th
Jason Voisin - 28th

MAY

Blake Pepper - 1st
Steven Martin - 2nd
David Billiot - 3rd
Joshua Mitchell - 3rd
Cedric Cage - 6th
James Verdin Jr - 6th
Shawn Davis - 7th
Desire' Foret - 7th
Patrick Gros - 8th
Sean Hunter - 8th
Brandon Sukey - 8th

Adrian Thibodeaux - 9th
Dane Chiasson - 12th
Ryan Guidry - 12th
Daniel Irwin Jr - 14th
Jason White - 14th
Derek Locascio - 15th
Mark Savoie - 15th
Phillip Pitre - 16th
Shannon Whittingotn - 16th
Adam Pena - 17th
Kyle Zeringue - 17th
Eugene Howel - 19th
Dallas OQuinn - 20th
Arnold Netter Jr - 21st
Rodney Estay - 22nd
Dwayne Morris - 23rd
Nicolas Pfenning - 23rd
Logan Bates - 24th
Clovis Billiot - 24th
Alvin Dusenbery - 24th
Perry LeBouef - 24th
Joshua Holloway - 25th
Thomas Bladwin - 28th
John McDaniel - 28th

Thomas Holt - 29th
Dan Barthelemy - 30th
William Weathersby - 30th
Jonathan Allen - 31st
Rory Boudreaux - 31st

JUNE

James Moyland - 3rd
Paul Crandall - 4th
Chad Ingles - 6th
Drake Norberg III - 7th
Franz Bollich - 9th
John Parish - 9th
Christopher Rodrigue - 9th
Jeremy Dean - 13th
Dustin Dobbs - 13th
Kurt Foret Sr. - 14th
Ryan Curlee - 15th
Zachary Holmes - 22nd
Shawna Rodrigue - 24th
Brett Anderson - 28th
Nicholas Ashley - 28th
Jesse Casey - 28th
Eric Loeckel - 28th
Kip Savona - 29th

The Basics of FMLA

1. What is the FMLA?

The FMLA is a federal law that requires covered employers to provide eligible employees with time off from work in specific situations. Settoon Towing is a covered employer under the FMLA. The FMLA was enacted in 1993 and then later amended.

2. What sorts of situations are covered by the FMLA?

The FMLA covers the following situations:

- a. Birth of a child, and to care for the newborn child;
- b. Placement of a child with the employee for adoption or foster care;
- c. Care for the employee's spouse, registered domestic partner, child or parent with a serious health condition;
- d. A serious health condition that makes the employee unable to perform the functions of the employee's job;
- e. A qualifying exigency as defined by the Department of Labor arising out of the fact that the spouse, son, daughter, or parent (the "service-member") of the employee is on covered active duty or has been notified of an impending call to order to covered active duty;
- f. To care for a spouse, son, daughter, parent or next of kin (the "servicemember") who is a current member or veteran of the Armed Forces or National Guard or Reserves and who has an illness or injury incurred in the line of duty.

3. Who is eligible for FMLA leave?

Employees who have completed at least 12 months of employment and worked at least 1,250 hours in the 12 months preceding the commencement of the FMLA leave are eligible. Unpaid leave would not count towards the 1,250 hours requirement. However, if an employee would have worked 1,250 hours but for documented military leave, the employee may be eligible for FMLA leave.

4. What types of leave are available under the FMLA?

The FMLA provides for different types of leave depending on the situation. Leave may be taken in continuous, full-time periods or may be taken intermittently or on a reduced schedule when medically necessary or for a qualifying exigency due to a call

to covered active duty.

When intermittent or reduced schedule leave is needed to care for an immediate family member or the employee's own condition, and is for planned medical treatment, the employee must consult with the supervisor and the HR department and make a reasonable effort to schedule treatment so as not to unduly disrupt the department's work.

Leave for birth or adoption of a child or placement of a foster child must be taken in one continuous period and must be concluded within one year of the birth, adoption or placement of the child. Either parent may ask the supervisor and HR department to consider a reduced schedule rather than one continuous leave, but that decision is discretionary with the supervisor and HR department based on department needs and employee equity.

5. Is FMLA paid or unpaid?

FMLA leave is unpaid. Settoon Towing requires employees to use, concurrently with FMLA leave, applicable paid leave (PTO if eligible). The paid time used for an FMLA purpose will count toward the 12/26 weeks of FMLA leave each eligible employee is entitled to under the FMLA.

6. What protections does the FMLA provide employees?

The FMLA provides the eligible employee with protected time off, reinstatement to the same or equivalent position, continued benefits, and the right to be free from discrimination, interference, or retaliation for taking FMLA leave.

7. What is the maximum leave time allowed under the FMLA leave?

The FMLA provides "weeks" of leave. If the employee works less than full-time, the amount of leave time is pro-rated according to the employee's appointment. For example, an employee whose work week consists of 30 hours of work may take 12 weeks of leave, counted at 30 hours per week (or 360 hours).

With one exception, the FMLA provides a total of 12 weeks (or 480 hours for a FTE of 1.0) for covered situations. The one exception is that a total of 26 weeks (or 1,040 hours for an FTE of 1.0) is allowed to care for a spouse, son, daughter, parent or next

of kin (the "servicemember") who is a current member or veteran with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves. No more than 26 weeks, total, of any type of FMLA leave may be used during one single 12-month period.

8. Will Settoon Towing contribute towards my benefits plans (health, dental, vision, life, disability) during FMLA leave?

Settoon Towing will maintain health and dental insurance during periods of FMLA leave by paying its share of the insurance premiums. Employees will continue to be responsible for their share of the insurance premiums. These insurance premiums as stated in the employee handbook are due at Settoon Towing's Office by the first of each month. Employees can set this up by contacting the payroll department. Payments should be mailed to:

Settoon Towing
P.O. Box 279
Pierre Part, La 70339

9. What constitutes a "year" for purposes of FMLA leave?

The "year" used by Settoon Towing under the FMLA is the 12 month period measured forward from the date of commencement of the FMLA leave.

Example: Lucy's FMLA begin's on November 6, 2013. Her 12 month period will be

November 6, 2013 - November 5, 2014.

10. What is a "serious health condition"?

"Serious health condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

The term "incapacity" means inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore or recovery therefrom.

The term "inpatient care" means an overnight stay in a hospital, hospice, or residential medical care or any subsequent treatment in connection with the inpatient care.

The term "treatment" includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. The term "continuing treatment by a health care provider" means any one of the following:

a. A period of incapacity of more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves either treatment two or more times within 30 days, or treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.

b. Any period of incapacity due to pregnancy or prenatal care.

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which requires periodic visits (i.e., at least twice per year) for treatment by a health care provider, which continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity.

d. Permanent or long-term conditions.

e. Conditions requiring multiple treatments.

11. What is an "exigency" related to servicemember leave?

Eligible employees may take FMLA leave while the employee's spouse, son, daughter, or parent (the "covered military member") is on covered active duty or call to covered active duty status for one or more of the following qualifying exigencies:

(1) Short-notice deployment, (i) To address any issue that arises from the fact that a covered military member is notified of an impending call or order to covered active duty in the Armed Forces seven or less calendar days prior to the date of deployment; (ii) Leave taken for this purpose can be used for a period of seven calendar days beginning on the date a covered military member is notified of an impending call or order to covered active duty;

(2) Military events and related activities, (i) To attend any official ceremony, program, or event sponsored by the military that is related to the covered active duty or call to covered active duty status of a covered military member; and (ii) To attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the covered active duty or call to covered active duty status of a covered mili-

tary member;

(3) Childcare and school activities, (i) To arrange for alternative childcare when the covered active duty or call to covered active duty status of a covered military member necessitates a change in the existing childcare arrangement for a biological, adopted, or foster child, a stepchild, or a legal ward of a covered military member, or a child for whom a covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence; (ii) To provide childcare on an urgent, immediate need basis (but not on a routine, regular, or everyday basis) when the need to provide such care arises from the covered active duty or call to covered active duty status of a covered military member for a biological, adopted, or foster child, a stepchild, or a legal ward of a covered military member, or a child for whom a covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence; (iii) To enroll in or transfer to a new school or day care facility a biological, adopted, or foster child, a stepchild, or a legal ward of the covered military member, or a child for whom the covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence, when enrollment or transfer is necessitated by the covered active duty or call to covered active duty status of a covered military member; and (iv) To attend meetings with staff at a school or a daycare facility, such as meetings with school officials regarding disciplinary measures, parent-teacher conferences, or meetings with school counselors, for a biological, adopted, or foster child, a stepchild, or a legal ward of the covered military member, or a child for whom the covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence, when such meetings are necessary due to circumstances arising from the covered active duty or call to covered active duty status of a covered military member;

(4) Financial and legal arrangements, (i) To make or

update financial or legal arrangements to address the covered military member's absence while on covered active duty or call to covered active duty status, such as preparing and executing financial and healthcare powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System (DEERS), obtaining military identification cards, or preparing or updating a will or living trust; and (ii) To act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging, or appealing military service benefits while the covered military member is on covered active duty or call to covered active duty status, and for a period of 90 days following the termination of the covered military member's active duty status;

(5) Counseling. To attend counseling provided by someone other than a health care provider for oneself, for the covered military member, or for the biological, adopted, or foster child, a stepchild, or a legal ward of the covered military member, or a child for whom the covered military member stands in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence, provided that the need for counseling arises from the covered active duty or call to covered active duty status of a covered military member;

(6) Rest and recuperation, (i) To spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the period of deployment; (ii) Eligible employees may take up to five days of leave for each instance of rest and recuperation;

(7) Post-deployment activities, (i) To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the military for a period of 90 days following the termination of the covered military member's covered active duty status; and (ii) To address issues that arise from the death of a covered military member while on covered active duty status, such as meeting and recovering the body of the covered military member and making funeral arrangements;

(8) Additional activities. To address other events which arise out of the covered military member's covered active duty or call to covered active duty

status provided that the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave

SECTION 2: DOCUMENTATION AND NOTICE

1. What type of documentation does the FMLA require or allow?

Employee Request for Leave Under the FMLA. This form documents the employee's request for FMLA leave and notifies Settoon Towing that such leave is needed.

Whose responsibility? The employee must submit this request to the HR department 30 days before the leave is needed when the leave is known or otherwise foreseeable. If the leave is not known or foreseeable, the employee shall submit the request to the HR department as soon as possible. A verbal request can suffice but the employee should try to make it clear that leave is needed for a covered reason. An unreasonable delay in requesting leave may result in a delay of approving the time off.

Notice of Employee Eligibility and Rights and Responsibilities. This form tells an employee whether he or she is eligible to take FMLA leave and also explains the employee's rights and responsibilities when taking such leave.

Whose responsibility? Settoon Towing's HR Department will provide this form to the employee at the home address on record or in person.

Certification of Health Care Provider for Employee's Serious Health Condition. This form documents the serious health condition of the employee to determine whether FMLA leave is warranted.

Whose responsibility? The employee must return the certification to HR Department within 15 calendar days. The medical certification must be complete and sufficient for Settoon Towing to determine if FMLA leave is warranted. If any section of the certification is incomplete or insufficient, the employee will need to obtain more information before FMLA leave can be approved. If the certification confirms that it is medically necessary for the employee to take intermittent leave or leave on a reduced schedule for an FMLA condition, the employee does not need to provide certification for each subsequent absence for that condition. The employee must, however, notify the HR department of absences and the reason for those absences. If the employee develops additional health conditions, it may be

necessary to obtain certification of those conditions to see if they are also covered by FMLA.

Certification of Health Care Provider for Family Member's Serious Health Condition. This form documents the serious health condition of the employee's family member to determine whether FMLA leave is warranted.

Whose responsibility? The employee must return the certification to HR department within 15 calendar days. The medical certification must be complete and sufficient for Settoon Towing to determine if FMLA leave is warranted. If any section of the certification is incomplete or insufficient, the employee will need to obtain more information before FMLA leave can be approved. If the certification confirms that it is medically necessary for the employee to take intermittent leave or leave on a reduced schedule for an FMLA condition, the employee does not need to provide certification for each subsequent absence for that condition. The employee must, however, notify the HR department of absences and the reason for those absences. If the family member develops additional health conditions, it may be necessary to obtain certification of those conditions, to see if they are also covered by FMLA

Certification of Qualifying Exigency for Servicemember Leave. This form documents the reason for and amount of FMLA leave needed for an exigency due to a family member's call to covered active duty.

Whose responsibility? The employee must return this form to HR Department within 15 calendar days.

Certification for Serious Illness or Injury of Covered Servicemember. This form documents the reason for and amount of FMLA leave needed to care for a family member or veteran who is injured or ill due to covered active duty.

Whose responsibility? The employee must return this form to HR Department within 15 calendar days.

Designation Notice. This form documents whether FMLA leave has been granted.

Whose responsibility? Settoon Towing will provide this form to the employee at the home address on record or in person as soon as possible after the need for FMLA leave is determined based on the documentation received.

Second or Third Opinions. These additional medical

opinions may be sought if there is concern or question over the employee's Certification of Health Care Provider.

Whose responsibility? If the first and second opinions differ, Settoon Towing may seek a third opinion. The third opinion is binding.

Recertification. This medical certification is often used to update an employee's chronic or ongoing condition. Settoon Towing may request recertification every 30 days unless the original certification specified a certain date when the condition would be healed or updated. If the HR Department learns of new developments that cause the supervisor to question the employee's need for FMLA leave or question the accuracy of the original certification, Settoon Towing may seek recertification in those situations.

Whose responsibility? It is Settoon Towing's responsibility to request the recertification. It is the employee's responsibility to return the recertification within 15 calendar days.

Release to Return to Work. If an employee has taken continuous FMLA leave for his or her own serious health condition, a return to work release is required prior to returning to work. The employee cannot return to work without the release.

Whose responsibility? It is the employee's responsi-

bility to provide the return to work release prior to returning to work.

If a Marine Employee is seeking FMLA leave they should be referred to the Personnel Manager, so any crew change adjustments that need to take place can happen under the direction of the Personnel Manager. The Personnel Manager will then refer that employee and all relevant information to the HR Department.

All Shoreside employees will need to make their Direct Supervisor aware and the Direct Supervisor will then refer that employee and all relevant information to the HR Department.

**If you have any questions
in reference to FMLA contact**

Karen Guidry 985-252-4499

Karen.guidry@settoontowing.com

or

Tana Indovina 985-851-6301

Tana.Indovina@settoontowing.com



From the Left: Scott Townsend,
Todd Maise, Christopher Smart

BONUS FOR RECRUITS

Refer a Tankerman and receive \$1000

Refer a Wheelman and receive \$2500

You become eligible for your bonus once
the employee exceeds
his probation period (after 90 days)



COMPANY ANNIVERSARIES

APRIL

Troy Martin - 11 years
 Eric Stigler - 11 years
 Keith Boudreaux - 10 years
 Edward Dufrene Jr. - 6 years
 Eric Loeckel - 6 years
 James Reddicks - 6 years
 Richard Bodenheimer - 5 years
 Timothy Naquin - 5 years
 Jarneskee Arceneaux - 3 years
 Eldridge Brown Jr - 3 years
 Randy Echols - 3 years
 Drew Harden - 3 years
 Shawn Davis - 2 years
 Terry Logg - 2 years
 Michael Martin - 2 years
 Danielle Quinn - 2 years
 Jesse Casey - 1 year
 Ryan Chauppette - 1 year
 Curtis Moore - 1 year
 Cody Strickland - 1 year
 Phillip Thompson - 1 year

MAY

Stephanie Aucoin - 18 years
 Rodney Estay - 17 years
 Michael Clark - 12 years
 James Michel - 10 years
 Joshua Brunet - 9 years
 Brandon Stigler - 8 years
 Travis Aucoin - 7 years
 Henry Fuchs - 7 years
 Desire' Lirette - 6 years
 Shannon Whittington - 5 years
 Marty Breaux - 4 years
 Raymond Foret - 4 years
 Ted Heard - 4 years

Benjamin Redmond - 4 years
 Larry Dewitt - 3 years
 Berndale Golliday - 3 years
 Perry LeBouef - 3 years
 Todd Maise Jr. - 3 years
 Emray St. Pierre - 3 years
 Ryan Curlee - 2 years
 Zachary Holmes - 2 years
 John Johnson II - 2 years
 George Mickey - 2 years
 Kip Savona - 2 years
 Christopher Wright - 2 years
 Dan Barthelemy - 1 year
 Eric Blackwell - 1 year
 Rachel Bonvillain - 1 year
 Danny Bourg - 1 year
 Joe Denniston - 1 year
 Justin Gibson - 1 year
 Colby Gisclair - 1 year
 Williams Humphries - 1 year
 Clois Hunter - 1 year
 Caleb Little - 1 year
 Daniel Miller - 1 year

JUNE

Carl LeBlanc - 12 years
 Patrick Welch - 11 years
 James Moylan - 9 years
 Derek Locascio - 8 years
 Brett Anderson - 6 years
 Dwayne Mayo - 6 years
 Edward Callais - 4 years
 Brett Orgeron - 4 years
 Luther Patterson Jr. - 4 years
 Brad Barthelemy - 3 years
 Steven Brunet Jr. - 3 years
 Derek Eskind - 3 years

Ryan Guidry - 3 years
 Shevy LeBlanc - 3 years
 Milton Mims - 3 years
 Michael Shackelford - 3 years
 Christopher Sonnier - 3 years
 Jeremy Brunet - 2 years
 Kyle Francis - 2 years
 Brian Motichek - 2 years
 Troy Sparks - 2 years
 Jason Ward - 2 years
 Jonathon Allen - 1 year
 Justin Baker - 1 year
 Nathan Bourque - 1 year
 Ricahrd Burt - 1 year
 Danny Campbell - 1 year
 Joshua Carlisle - 1 year
 Chad Comeaux - 1 year
 Paul Crandall - 1 year
 Jody Georgia - 1 year
 Joshua Holloway - 1 year
 Nathan Lacoste - 1 year
 Mark Molaison - 1 year
 Lester Naquin - 1 year
 Damian Rogers - 1 year
 Germain Scales - 1 year
 Brett Shannon - 1 year
 James Smith - 1 year
 Michael St Ann - 1 year
 Doug Stelly - 1 year
 Aaron Terrebonne - 1 year
 Patrick Trahan - 1 year
 Anthony Verret - 1 year
 Jason Voisin - 1 year
 William Weathersby - 1 year
 Jason White - 1 year

Five-Spice Turkey and Lettuce Wraps

- 1/2 cup(s) water
- 1/2 cup(s) instant brown rice
- 2 teaspoon(s) sesame oil
- 1 pound(s) 93%-lean ground turkey
- 1 tablespoon(s) minced fresh ginger
- 1 large red bell pepper, finely diced
- 1 cup(s) water chestnuts, rinsed and chopped
- 1/2 cup(s) reduced-sodium chicken broth
- 2 tablespoon(s) hoisin sauce
- 1 teaspoon(s) five-spice powder
- 1/2 teaspoon(s) salt
- 2 head(s) Boston lettuce, leaves separated
- 1/2 cup(s) chopped fresh herbs, such as cilantro, basil, mint and/or chives
- 1 large carrot, shredded

Directions

1. Bring water to a boil in a small saucepan. Add rice; reduce heat to low, cover and cook for 5 minutes. Remove from the heat.

2. Meanwhile, heat oil in a large nonstick pan over medium-high heat. Add turkey and ginger; cook, crumbling with a wooden spoon, until the turkey is cooked through, about 6 minutes. Stir in the cooked rice, bell pepper, water chestnuts, broth, hoisin sauce, five-spice powder and salt; cook until heated through, about 1 minute.

3. To serve, spoon portions of the turkey mixture into lettuce leaves, top with herbs and carrot and roll into wraps.

4. Nutritional Information (per serving)

Calories 285
 Total Fat 11g
 Saturated Fat 3g
 Cholesterol 66mg
 Sodium 543mg
 Total Carbohydrate 24g
 Dietary Fiber --
 Sugars --
 Protein 26g
 Calcium 0



The Wheel Wash



1073 HWY 70
P.O. Box 279
Pierre Part, LA 70339

Executive Message

It's time to recognize those within Settoon Towing that DARED TO MAKE A DIFFERENCE. We are excited to get our Lead Captain's rolls started in the 2nd qtr. of the 2014 year.

Management has selected the first six Lead Captains; three from gathering, three from bulk and the committee will be chaired by Todd Maise. The six selected Captains will serve a twenty four month term; from there an electoral process will began from your peers that will vote in the incumbent group. The term process will allow each Captain to serve a two year term but no more than four years consecutively.

Lead Captain's Key Responsibilities:

- 1) Each Lead Captain will have a number of vessels that he will directly communicate with to bring forth issues to the committee and shore management. Each issue will be reviewed and an answer will be given back to the lead Captains group in writing to distribute to the fleet or to a particular individual that might have the issue.
- 2) Each meeting the Lead Captains will review all incidents including allisions, collisions, spills, claims and personal safety incidents. The purpose is to make recommendations for lessons learned, fleet education with near misses, etc. As the incidents are reviewed results will be sent back out to the fleet with recommendations or corrective actions.
- 3) Each meeting the committee will review budgetary items associated with the vessels including maintenance, travel, wages, supplies, groceries etc.

The primary purpose of this selection process is to enhance communications, resolve issues with faster response times, understand crew and fleeting needs, eliminate & understand incidents, recognize operational excellence and bridge any unknown gaps.

Our expectations are high and we really need everyone's professional involvement. The one day meetings with each captain arriving the night before the meetings will include Settoon Towing covering his wages and any travel expenses to and from the meeting. We will meet four times a year and typically the month after an ending quarter.

Todd Maise selected the first 6 Committee Members that are listed below:

Emray St. Pierre (M/V AUSTIN) 985-992-9819
e-mail acsettoon@settoontowing.com

Amelia R	Hannah C	Parker A
Austin C	James J Perera	Pelican State
Fred A	Leeann G	Sonny Gates
Genevieve T	Miss Polly	Travis V

Andre' Detiveaux (M/V ALVERTA) 985-519-1546
e-mail Alverta.settoon@settoontowing.com

Alverta A	Greg R	Marie S
Charlotte C	Katie Chase	Tana I
Emily P	Mandy R	Tim V
Grady L		

Allen Barrios (M/V HARRY) 985-513-9705
e-mail harry.settoon@settoontowing.com

Alisa S	Harry B	Kenneth S
Archie C	Jane P	Lillian R
Cathy M	Jessica S	Nobie M
Dee Anna		

James Calhoun (M/V Kim) 985-498-9282
e-mail mvkim.settoon@settoontowing.com

Angela M	Jennifer B	Olivia G
Blair L	Kim M	Rev. Clarence W
Cheryl Lee	Lexi M	Scott A
Elisabeth P	Mrs Leslie	Shirley A

Matt Hall (M/V Charles K) 985-860-6221
e-mail mvcharles.settoon@settoontowing.com

Bernard P	Claude R	Nick P
Charles K	John G	Rachel S
Cheryl M	Lil Mike	Ryan L
Cindy T	Mark K	Vickie Gates

Kerry Francis (M/V Philomene P) 985-714-1114
e-mail Philomene.perera@settoontowing.com

Albert J	Hunter A	Penelope H
Dudley J	Jane Mae	Philomene P
Francis C	Megan B	Stephanie A

In summation we are excited about the Lead Captain's Committee establishment and confident they will have a positive influence with the many important issues and incidents as they arise throughout a quarter.

By: Gene Moore