

RESPONDING TO EMPLOYEE REQUESTS TO WORK REMOTELY DURING COVID-19

Many Getty employees are working remotely during the COVID-19 pandemic and some employees have inquired about working from outside the Los Angeles area.

Getty cannot authorize employees to work outside the area because we are a California employer, located only in the Los Angeles area. Getty will not register as an employer in other states, where we would be subject to those states' tax withholding regulations and other employment and related laws.

In the past, employees occasionally took extended vacations outside the Los Angeles area during which they may have worked for part of the time. If an employee wishes to do this during the COVID-19 pandemic, the department head must consider the impact on the department's operations. If the impact is acceptable, the department head must decide parameters such as the employee's remote work schedule and ability to promptly return to work in Los Angeles to support the department's operations, as determined at the sole discretion of the department head/lead administrator.

Please review the following points with the employee, who must also understand their own risks associated with their request to work remotely:

- **California residence:** An employee must maintain a California residence at all times.
- **Return to Work Location:** An employee must be able to return promptly to the work location in the Los Angeles area upon request by the employer, as determined by operational and department needs (e.g. ability to respond in an emergency, etc.) and at the employee's sole expense.
 - Upon return and depending on circumstances, the employee may be required to self-quarantine in their Los Angeles area residence before coming into contact with other Getty staff. The employee must take the length of quarantine into consideration in committing to promptly return to work in Los Angeles.
- **Health insurance:** The plans provide only coverage for emergencies outside of the Los Angeles area. For non-emergency matters, the UHC HMO plans provide no coverage, and the Aetna may provide limited, no coverage or out-of-network coverage only.
- **Workers compensation:** Getty does not carry workers' compensation insurance outside of the state where the employer is located (unless the employee is working out of state at the direction of Getty).
- **Tax liability:** Getty cannot provide tax advice to employees, including whether an employee may be required to file tax returns in other states, nor will Getty be responsible for any required withholding in states other than California.
- **Work Schedule:** An employee must be available for work, meetings, etc. based on Pacific Time and should adhere to overtime and other current policies. Non-exempt employees must take rest breaks and meal periods in accordance with California law.

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- **Subject to change and revocation:** The employee's request to work remotely will be considered only during the COVID-19 pandemic. The Getty and department head/lead administrator's response to the employee's request is subject to change and may be revoked at any time at Getty and department head/lead administrator's sole discretion.

The department head/lead administrator must let Human Resources know if they approve the request to work remotely outside of the Southern California area for an extended period of time.