

Staff Handbook  
Summary of Changes  
November 2020

Getty expects all staff to read, understand and adhere to the policies included in the Staff Handbook. The following summary highlights some key – but not all – changes included in the Staff Handbook. Please talk to your supervisor or contact Human Resources should you have any questions about these changes or any of the policies contained in the handbook.

**Educational Assistance**

Effective **January 1, 2021**, the annual education assistance reimbursement amount increases to **\$5,250** for both undergraduate and graduate study.

**Vacation**

Effective January 2021 - with the pay period beginning on December 27, 2020 – the vacation accrual schedule for non-exempt staff changes as follows:

Current Non-Exempt Accrual Schedule	New Non-Exempt Accrual Schedule
<b>Years of Service</b>	<b>Years of Service</b>
<ul style="list-style-type: none"><li>Up to 5 years</li></ul>	<ul style="list-style-type: none"><li>Through 3 years</li></ul>
<ul style="list-style-type: none"><li>At completion of 5 years but fewer than 10 years</li></ul>	<ul style="list-style-type: none"><li>After completion of 3 years but fewer than 6 years</li></ul>
<ul style="list-style-type: none"><li>At completion of 10 years</li></ul>	<ul style="list-style-type: none"><li>After completion of 6 years</li></ul>

The vacation accrual rate per regular hour worked for the 76 and 80 hour schedules has not changed. The full vacation policy, including the complete accrual chart, begins on page 29 of the revised handbook. The change is not retroactive. Non-exempt employees eligible for vacation pay will see this change in accruals – if they’ve achieved the new service levels – reflected in the paycheck they receive on January 15, 2021.

**Meal and Rest Periods**

Language has been added reminding employees that they should be relieved of all duties during meal and rest breaks and they are free to leave the work premises. Additionally, for those employees who are required to carry a radio as part of their jobs, language has been added to emphasize the policy that they are not required to monitor or respond to their radio during meal and rest breaks.

For clarification, a chart has been added outlining the specific number of meal and rest breaks an employee is entitled to take based on the length of his/her shift.

Instructions on how to record a missed rest period on the timecard has been added.

**Recording Hours Worked**

Language emphasizing the expectation that employees should not “work off the clock” or be asked to “work off the clock” has been added to this policy. Specific examples of activities that should not be completed while “off the clock” as well as how to report timekeeping concerns has also been emphasized.

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**Leaves of Absence**

Effective January 1, 2021, the law expands the definition of “family members” beyond what’s currently covered under the California Family Rights Act (CFRA). Currently both the Family Medical Leave Act (FMLA) and CFRA allow unpaid leave to care for a parent, spouse or child. Effective January 1<sup>st</sup>, the definition of “family member” under CFRA also includes grandchildren, grandparents, siblings and parents-in-law. Eligibility requirements as well as benefits provided by the FMLA remain unchanged.

The change in the law also provides that, if both parents are employed by the same employer, they will each be entitled to take 12 weeks of unpaid “baby-bonding” leave.

A new provision for additional accommodated medical leave has been added to our leave policies, which replaces Getty’s former Supplemental Leave policy and continues to ensure Getty’s compliance with the Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA).

**Paid Family Leave Benefits**

California recently increased the amount of time available to individuals who need to take time off to care for a seriously ill dependent, from six weeks to eight. The policy has been updated to reflect this change.

**Leave for Crime Victims** (Formerly *Assistance for Victims of Domestic Violence, Sexual Assault & Other Felonies*)

Recent legislation expanded the prohibition on discrimination and retaliation against employees who are victims of crime or abuse when they take time off for judicial proceedings or to seek medical attention or related relief for domestic violence, sexual assault, stalking or other crimes that causes physical or mental injury. These added protections have been incorporated into the policy, which will ensure Getty’s compliance with these new legal requirements.

**Policy Governing Use of Social Media**

Communications has revised Getty’s social media policy, which can be found on the Communications website on [GO](#).