

Temporary Teleworking Arrangements

Purpose

Due to the current COVID-19 situation, Getty is implementing temporary teleworking arrangements for employees whose job duties are conducive to working from home.

As the purpose of this arrangement is to create “social distancing” opportunities for staff, reduce exposure and slow the potential spread of the virus, employees should not work in public spaces (e.g. restaurants, coffee shops, etc.) nor should they work together in one another’s homes.

Getty is encouraging employees whose positions allow successful teleworking to do so with their department’s approval.

Arrangement

Temporary employees are not eligible for this teleworking arrangement.

Suitability of employees having such arrangements will vary among departments and programs, depending on the function and responsibilities of the employee and the organizational need at any given time.

An employee’s compensation, benefits, work status, and work responsibilities will not change as a result of this arrangement. When working from home, employees must comply with all organizational rules, policies and procedures and continue to meet all expectations of their position.

Schedules and Hours

Non-Exempt employees working in this arrangement are required to follow Getty policies related to work schedules, meal periods and rest breaks. A regular teleworking schedule will be established by the teleworker and their supervisor. Non-exempt employees on the alternative work week (schedule 1) must follow the work schedule in place at the time teleworking begins. The amount of time the employee is expected to work per day or per pay period will not change due to participation in this arrangement.

As long as it remains safe to do so and the employee is healthy, supervisors retain the right to ask a teleworker to return to the Getty’s offices should work situations warrant it.

Employees are required to account for all time worked in accordance with the Getty’s timekeeping policies. Non-exempt employees may perform overtime work only after receiving prior written approval from their supervisor. (See the special timekeeping instructions for information about completing your timecard.)

If the employee is ill or dependent care is necessary, the employee should use accrued sick balances as they would otherwise. If an employee in this situation does not have any accrued sick time, there is a specific way in which you will report this on your timecard (see special timekeeping instructions).

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Workspace

Employees should establish an appropriate work area in their home that considers ergonomics, safety, equipment, adequate workspace, noise, and interruption factors. The work area should provide adequate lighting, telephone service, power and temperature control.

The Getty's liability for job-related accidents will continue to exist during the approved work schedule, in the designated work location, if the accident occurs as a result of or during the course and scope of work performed by the employee. If a work-related, at-home injury occurs, the employee must notify his/her supervisor and Getty Risk Management immediately.

The Federal and state statutory notices posted at the Getty's offices are considered proper notification for all employees.

Any increase in the teleworker's home utility costs (e.g. internet, electric, etc.) is the responsibility of the employee.

Equipment and Supplies

Employees will be responsible for providing adequate internet connections and phone service to do their work from home. Employees are responsible for the proper care of all supplies, equipment, and/or materials provided by the J. Paul Getty Trust. All items remain property of the Getty and may not be used for personal or other than Getty use.

The employee is expected to take all precautions necessary to secure Getty property/equipment and information and to prevent unauthorized access. The employee is required to observe all office security practices when working outside the Getty's offices to ensure the integrity and confidentiality of Getty information. Steps to ensure the protection of proprietary information include, but are not limited to, regular password maintenance and any other steps appropriate for the job and the environment.

If an employee does not have Getty equipment, they may use their own equipment (e.g., computer, printer) and track such use of equipment. This also applies to personal cell phones that are used for work purposes, including Duo authentication. A process for submitting that usage costs will be developed so that Getty may provide appropriate reimbursement. Repair and maintenance of employee-owned equipment, proper internet connections and phone service is the responsibility of the employee.

Employee Access and Availability

Employees must be available by telephone or email during scheduled work hours, with the exception of their scheduled rest breaks and meal period.

End of Assignment or Separation of Employment

The Getty reserves the right to change this arrangement at any time. Should this arrangement end or the employee separates from the Getty's employment, all Getty-owned equipment must be returned as soon as practicable and as requested by the appropriate manager.