

# Staff Handbook

Getty  
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# Introduction

This handbook has been designed to provide you with an overview of the J. Paul Getty Trust's employment policies and procedures, and your benefits as a Getty employee. This is your guide to information about your job at Getty. Please read it carefully and keep it for future reference. This handbook is not intended to encompass every situation or answer every question about employment and is not an employment contract.

Getty retains the sole discretion to add to, modify, or rescind any policies, practices, or benefits described in the Staff Handbook, other than the employment at-will policy, at any time. The most current versions of these documents will be posted at [www.gettyhr.com](http://www.gettyhr.com) and on the Human Resources website on GO (Getty Online). Whenever you have questions, you are encouraged to discuss them with your supervisor or a Human Resources Specialist.

Although there are references to Getty's benefits contained in this Staff Handbook, detailed information and related notices may be found at [www.gettyhr.com](http://www.gettyhr.com).

Supplemental information regarding some of the information contained in this handbook may be found on Getty's intranet site, Getty Online (GO) or [gettyhr.com](http://gettyhr.com).

Certain areas of Getty may have additional department-specific policies and practices that supplement but do not replace the policies in this handbook. Please speak with your supervisor for information about such policies and practices.

# Mission and Vision

The J. Paul Getty Trust is a cultural and philanthropic institution dedicated to the presentation, conservation, and interpretation of the world's artistic legacy.

Through the collective and individual work of its constituent programs—Getty Conservation Institute, Getty Foundation, the J. Paul Getty Museum, and Getty Research Institute—Getty pursues its mission in Los Angeles and throughout the world, serving both the general interested public and a wide range of professional communities in order to promote a vital civil society through an understanding of the visual arts.

# Values Statement

Getty is a community that values differences and diversity in the pursuit of inquiry and knowledge, mutual understanding, respect, trust, transparency and cooperation.

# Employment at Will

## At-Will Employment

Employment is at the mutual consent of Getty and the employee, regardless of an employee's employment status and regardless of the number of hours regularly worked by the employee. Therefore, either Getty or the employee can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

No employee at Getty has the authority to alter this at-will policy, or to make any agreement contrary to this policy.

# Equal Opportunity and Non-Discrimination

## Equal Employment Opportunity

Getty is committed to providing a work environment that is free of discrimination and harassment.

Getty expects each employee to take responsibility for maintaining an atmosphere of equal opportunity by demonstrating sensitivity to and respect for social, cultural, religious, and physical differences.

It is the policy of Getty to provide equal employment opportunity to all employees and applicants and to comply with all applicable laws prohibiting unlawful discrimination in employment. This commitment encompasses all aspects of the employer-employee relationship, including recruitment, selection, assignment, promotion, demotion, transfer, layoff and recall, termination, and training. Getty will not unlawfully discriminate against qualified applicants, employees, or independent contractors on the basis of race (including traits historically or culturally associated with race, such as hair texture and protective hairstyles), color, national origin (including language use restrictions), ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, religion (including religious dress and religious grooming), physical disability, mental disability, medical condition (as defined under state law), genetic characteristic or information, pregnancy, breastfeeding or other pregnancy related medical condition, marital status, military and veteran status, or any other characteristic protected by state or federal law.

## Policy Against Discriminatory Harassment

Getty is committed to providing an environment that is free of discrimination and harassment and in which all individuals are treated with respect and dignity. This *Policy Against Discriminatory Harassment* is one aspect of Getty's overall commitment. Getty will not tolerate discrimination, discriminatory harassment, or retaliation against anyone for complaining about discrimination or discriminatory harassment.

This policy applies to all members of Getty community, including but not limited to employees, independent contractors and their employees, and volunteers. It applies not only to the treatment of subordinates and co-workers, but also to interactions with others who visit or work at or with Getty. This policy defines discriminatory harassment, addresses the rights and responsibilities of members of Getty community, and describes how to avoid and report discriminatory harassment.

**What is Discriminatory Harassment?** Getty prohibits discrimination and harassment on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, religion, physical disability, mental disability, medical condition, genetic characteristic or information, pregnancy, breastfeeding or related medical condition, marital status, military and veteran status, or any other characteristic protected by state or federal law.

By this policy, Getty prohibits not only actions that are severe enough to be unlawful, but also conduct that is not severe enough to be unlawful but is inappropriate in our workplace.

**Sexual Harassment** is one form of discriminatory harassment. It includes unwelcome sexual advances or unwelcome physical, verbal or visual conduct of a sexual nature. Sexual harassment may be perpetrated by either men or women against either men or women. Conduct that may constitute sexual harassment includes but is not limited to:

- Unwanted sexual advances.
- Offers of employment benefits for sexual favors.
- Withholding of employment benefits, or threats that employment benefits will be withheld, if sexual favors are denied.
- Physical conduct such as unwanted touching or blocking normal movement.
- Verbal conduct such as derogatory jokes, epithets, slurs, or stereotyping, or unwelcome comments about an individual's body or appearance.
- Visual conduct such as leering or displaying sexually suggestive objects or images in inappropriate settings.
- Written conduct such as vulgar or suggestive letters, notes or invitations.
- Electronic conduct, such as use of the e-mail system or the Internet to send or obtain pornographic or sexually explicit messages or pictures.

**Other Forms of Discriminatory Harassment** include unwelcome and objectively offensive conduct directed at an individual or group of individuals *on the basis of* any protected characteristic. Conduct that may constitute discriminatory harassment includes but is not limited to:

- Verbal conduct such as epithets, derogatory comments or jokes, or slurs based on a protected characteristic.
- Visual conduct such as posters, cartoons, or drawings that denigrate or show hostility or aversion towards an individual or group based on a protected characteristic.
- Written conduct such as threatening or offensive letters, notes or invitations.
- Electronic communication of verbally or visually harassing material.
- Physical conduct such as assault, impeding or blocking movement, or any physical interference with normal work or movement based on a protected characteristic.

**Context Matters.** Some conduct obviously constitutes discriminatory harassment – for example, a threat of termination unless a person submits to a sexual advance, or an office that contains racist signs. But whether other conduct constitutes harassment may depend upon the specific context. In an arts institution like Getty, the inquiry into what constitutes harassment may be complicated. For example, while images of nudes or similar explicit material might constitute harassment in an ordinary business environment, such material may be appropriately displayed in a museum or other exhibition. While, to some, such images may be distasteful, disturbing or offensive, their display is not harassment in the context of an exhibition, a lecture, or other work related to Getty’s mission as an arts institution. It is not, on the other hand, appropriate to post nude “pin-ups” from a popular magazine at a work station.

Not all unpleasantness is discriminatory harassment. Getty demands excellence of its employees and such demands can be difficult and even stressful; that does not make them harassment. Further, while Getty encourages civility, incidences of incivility, unpleasant interactions with co-workers or supervisors, or workplace challenges or frustrations not based on a protected characteristic like sex or race are generally not discriminatory harassment. Members of the community who have concerns about aspects of their work environments other than discriminatory harassment are encouraged to discuss these matters with their supervisors.

**Avoiding Discriminatory Harassment.** All employees are responsible for assuring a workplace free from discrimination. If another person is engaged in unwelcome behavior towards you and you feel comfortable doing so, you should tell the person that his or her conduct is unwelcome and ask that it stop. In some cases, others may be unaware that their conduct is unwelcome or offensive to you. If you are not comfortable telling another person that his or her behavior is offensive or if doing so does not make the unwelcome behavior stop immediately, contact a Human Resources Specialist.

If another member of Getty community tells you that your conduct towards him or her is offensive or unwelcome, and the conduct is not part of your work responsibilities, **stop**. Be aware that, even if no one asks you to stop, remarks or conduct that you do not mean to be offensive may make others unnecessarily uncomfortable. If you have any questions about this policy or about discriminatory harassment in general, consult a Human Resources Specialist.

**Reporting and Responding to Discriminatory Harassment.** While Getty actively seeks to prevent discriminatory harassment, Getty can respond to specific instances and allegations of discriminatory harassment only if it is aware of them. Early intervention is the most effective way to resolve incidents of possible harassment. Getty therefore encourages anyone who believes that he or she has experienced or witnessed discriminatory harassment to discuss the situation with his or her Human Resources Specialist immediately. If you feel uncomfortable bringing a matter to a Human Resources Specialist, you may speak instead with another Human Resources Specialist, the Associate Human Resources Director or Human Resources Director. Reports may be made by or about any member of Getty community, as well as visitors, vendors, and other persons with whom you come into contact as part of your work at Getty.

All employees and individuals performing services for Getty are required to comply with this policy and to cooperate with investigations of complaints of harassment. Employees who have

experienced conduct they believe is contrary to this *Policy Against Discriminatory Harassment* have an obligation to bring their concerns to the attention of Human Resources.

Any Getty supervisor who becomes aware of instances or allegations of discriminatory harassment or retaliation must report it immediately to a Human Resources Specialist, the Associate Human Resources Director or Human Resources Director, or the Vice President and General Counsel.

Upon receipt of a complaint, Getty will investigate the allegations of discriminatory harassment or retaliation. The scope of the investigation will depend on the specific nature of the complaint, but it typically will include interviews with the complaining person and the accused person, and frequently will involve interviews with any other witnesses to disputed events. Getty responds to all reports or complaints of discriminatory harassment or retaliation thoroughly, promptly, and objectively providing all parties with appropriate due process and reaching a reasonable conclusion based on the evidence. Complaints and investigations will be handled in as confidential a manner as possible, consistent with a full and fair investigation. Investigations will be documented and tracked for reasonable progress. Failure to cooperate or participate honestly in an investigation may be grounds for discipline, up to and including termination.

***Corrective Action. If an investigation confirms a violation of this policy, Getty will take appropriate corrective action. Corrective action may include discipline. Disciplinary action will vary based on, among other things, the severity of the misconduct, and may include warnings, reprimands, suspensions, denial of salary increases or promotions, demotion, or termination.***

***Retaliation Against and Protection of Those Accused.*** Getty will not tolerate retaliation against persons who report or charge discriminatory harassment or against those who assist or participate in any investigation of harassment. In this context, retaliation means speech or conduct that adversely affects another person's terms or conditions of employment and is motivated by an intent to harm the targeted person because of his or her participation in the making or investigation of an allegation of harassment. Any such retaliation – or any encouragement of another to retaliate – is a serious violation of Getty policy independent of whether the particular claim of discriminatory harassment is substantiated. It also may violate the law. If you believe you have been subjected to retaliation in violation of this rule, you may use the procedures described above to complain and seek redress. Corrective action may result.

Getty seeks to protect the rights of all persons, accusers and accused, to fair procedures. Accusations of discriminatory harassment may have injurious far-reaching effects on the careers and lives of accused individuals. Allegations of discriminatory harassment must be made in good faith and not out of malice. *Knowingly* making a false or frivolous allegation of harassment will be treated as a serious matter and may result in corrective action.

## **Workplace Accommodations for Employees with Disabilities**

It is the policy of Getty to fully comply with the reasonable accommodation requirements set forth in the Americans with Disabilities Act (ADA), California's Fair Employment and Housing Act (FEHA), and other related state and federal statutes. These laws require employers to provide reasonable accommodation to qualified employees and applicants with disabilities, unless the accommodation would cause an undue hardship.

Getty is committed to working with employees with disabilities to identify and provide reasonable accommodations that will permit otherwise qualified employees to perform the essential functions of their position.

If you believe that you have a protected disability and require reasonable accommodations, you must submit a request for accommodations to a Human Resources Specialist. You should submit your request as early as possible, recognizing that the necessary interactive process can be time-consuming. The request should normally identify the nature of the limitation(s) that you believe require accommodation, the likely duration, and suggested accommodations. Your supervisor or Human Resources Specialist will meet with you to discuss the request, explain the process, and determine what documentation is necessary to evaluate the request. It is your responsibility to ensure that your health care provider provides the requested documentation. Depending on the circumstances and documentation, Getty may require supplemental information from your health care provider and/or another expert. Periodic updates from your health care provider may also be required. Getty cannot always provide the specific accommodation you seek, but will, whenever possible, offer reasonable accommodations responsive to your documented limitations.

## **Your Job**

### **Pre-employment Screening**

Getty is committed to providing a safe, efficient and productive work environment. To achieve this objective all offers of employment are contingent on completion of a background check. The background check includes verification of employment history within the past seven years, academic records, criminal court records, motor vehicle records/licensing check and if determined to be job-related (as defined by CA Labor Code § 1024.5) a credit history check.

In addition to the background check, for select positions within operations (i.e. Security Officer, Engineering, Logistics), an offer of employment is extended contingent on successful completion of a pre-employment drug and alcohol screening and physical examination.

### **Immigration Law Compliance**

Getty is committed to full compliance with federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of identity and legal authority to work in the United States no later than three business days after an individual's date of hire. All offers of employment are conditioned on furnishing satisfactory evidence of eligibility to work in the United States within the required time frame.

### **Introductory Period**

Newly hired employees at Getty serve an introductory period of 90 calendar days. This is an opportunity for employees to be evaluated for abilities, competencies and performance required for the assigned position. Management has the option to extend the introductory period for up to an additional 90 days. Employees who do not successfully pass the introductory period are subject to termination. The introductory period is to be used only during the initial hiring period for new employees.

During and after the introductory period, an employee’s at-will status does not change and either Getty or the employee may terminate employment with or without cause or notice at any time during the employee’s employment. Completion of the introductory period does not create an implied contract of employment or any other contractual obligation.

## Employment Classification

All Getty employees are employees “at-will.” Getty employees are classified as full-time or part-time; as regular, limited-term, professional fellow, research assistant or temporary; and as “exempt” (salaried) or “non-exempt” (hourly) under state and federal wage and hour laws.

## Hours of Work

<b>Full-time</b>	30 – 40 regularly scheduled hours per week
<b>Part-time</b>	Fewer than 30 regularly scheduled hours per week

## Terms of Employment

<b>Regular</b>	Hired for an unspecified duration
<b>Limited-Term</b>	Holds job of limited and specified duration, for a period of time greater than 90 days, arising out of special projects, work that requires a unique skill set for a limited time, extremely unusual workloads or emergencies. Position may be part time or full time. The length of a limited-term assignment should be specifically tied to the operational requirements of the role and available funding. Limited-term assignments may not exceed 48 months. Position is not intended to be a training period, trial period, nor have an expectation of automatically moving to a regularly classified position.
<b>Professional Fellow -or- Post-Doctoral</b>	Holds a position that has an emphasis on advancing research, practical experience, and professional development primarily in the scientific, conservation, and curatorial fields, with a limited or specified duration for a period of time greater than 90 days, not to exceed 36 months. Professional Fellow positions will not convert to limited-term or regular status at the end of the appointment.
<b>Research Assistant</b>	Holds a position that engages in research related to a Getty project or in support of a Scholar, Fellow or Getty staff member and is intended to offer professional experience while working on advanced degree. Assignments may be part time or full time with a limited or specified duration not to exceed 36 months. Research Assistants will not convert to limited-term or regular status at the end of the appointment.
<b>Temporary</b>	Provides on-call or intermittent service, with regular or variable hours for a <u>limited</u> period of time, not to exceed 6 months. Individuals holding temporary assignments will not be extended beyond 6 months and they will not convert to limited-term or regular status at the end of the appointment.

## Overtime Eligibility Status (Non-Exempt/Exempt)

State and federal wage and hour laws determine whether employees are “exempt” (salaried) or “non-exempt” (hourly) based on duties, responsibilities, and compensation. If your position is classified as non-exempt, you are eligible for overtime pay according to applicable state and federal guidelines. As discussed in greater detail below, a non-exempt employee should work overtime only if that work is approved in advance by his or her supervisor, and all overtime must be accurately recorded on the employee’s timecard in Getty’s automated timekeeping system, Kronos Workforce®. Off-the-clock work is strictly prohibited. A non-exempt employee who

works unauthorized overtime will be paid for that overtime but may be subject to discipline, up to and including termination, for violation of this rule. Employees in exempt positions are not eligible for overtime pay.

## **Salaried Employees**

Employees who are classified as exempt employees are not entitled to overtime compensation. Exempt employees are paid a weekly salary. That salary represents a predetermined amount constituting the employee's compensation for the entire week. The salary is not subject to reduction because of variations in the quality or quantity of the employee's work. Deductions from an exempt employee's salary may occur only when they are authorized under the Fair Labor Standards Act and any applicable state law. Any employee who believes that an improper deduction or violation of the legal standards has occurred should notify their Human Resources Specialist as soon as possible. The issue will be promptly investigated and, if a mistake occurred, corrected. Employees may file complaints without fear of retaliation.

## **Workweek and Schedules**

All Getty employees have a workweek that begins on Sunday at 12:01 a.m. and ends at 12:00 midnight the following Saturday. The workweek is composed of seven workdays. Getty workday is defined as the consecutive 24-hour period beginning at 12:01 a.m. to midnight. Daily overtime is based on the number of hours worked within a single workday.

There are two different standard work schedules, and specific schedules are determined by the operational needs of each department. To meet operational needs, staggered schedules, extended hours, night shifts, or weekend shifts may be necessary.

**Schedule 1 (Alternative work week):** Employees on this schedule work alternate weeks of five 8-hour days and four 9-hour days. Full-time employees normally work 40 or 36 hours each workweek; each bi-weekly pay period consists of nine workdays and 76 hours. Alternative work week schedules must be predictable and not subject to continual change. Changes in employee schedules (short-term or ongoing) are permissible only if they are infrequent and the employee is given reasonable advance notice.

**Schedule 2 (Traditional work week):** Employees on this schedule generally work five 8-hour days each week. Full-time employees normally work 40 hours per week; each bi-weekly pay period consists of ten workdays and 80 hours. All part-time and temporary employees are on Schedule 2.

## **Meal and Rest Periods**

Non-exempt employees are entitled to take a meal and rest periods. Non-exempt employees who work more than 5 hours in a shift must take an uninterrupted and unpaid meal period of at least net 30 continuous minutes during which they are relieved of all duties and are free to leave the premises. Meal periods must begin before the end of the employee's fifth hour of work.

Non-exempt employees who work more than 10 hours in a shift must take a second net 30-minute continuous meal period during which they are relieved of all duties and are free to leave the premises. The second meal period must begin before the end of the employee's tenth hour of work.

Meal periods must be accurately recorded on the employee's timecard in Getty's automated timekeeping system, Kronos Workforce®.

Non-exempt employees are also entitled to take at least a 10-minute rest period for each four hours of work or major fraction of four hours, during which they are relieved of all duties and

are free to leave the premises.

Scheduling of rest periods should be arranged with your supervisor and taken as close to the middle of each 4 hour period as possible. Each rest period must be taken separately and may not be taken as an extension to a meal period or at the very end of your shift. Rest periods are not recorded on an employee's timecard.

Meal and Rest Periods should be provided as follows:

Length of Shift	Number of Meal and Rest Periods
Less than 3.5 hours	0
3.5 to 5 hours	One 10-minute rest period
Over 5 hours up to 6 hours	One 30-minute meal period; plus one 10-minute rest period
Over 6 hours up to 8 hours*	One 30-minute meal period; plus two 10-minute rest periods
Over 8 hours up to 10 hours*	One 30-minute meal period; plus two 10-minute rest periods
Over 10 hours up to 12 hours	Two 30-minute meal periods; plus three 10-minute rest periods

*\*Employee may be eligible for a second meal period, if they work more than five hours after the first meal period (e.g. the employee takes their first meal period early in their shift, which results in more than five hours of work after the first meal period).*

Non-exempt employees should never work or be asked to work off the clock and meal and rest periods should not be interrupted. Employees who are required to carry a radio as part their jobs are not expected to carry, monitor or respond to a radio during meal and rest periods. If your meal and/or rest period is interrupted due to work related responsibilities or if you are in any way discouraged from taking meal and/or rest periods on time or consistent with Getty policy, notify your supervisor or Human Resources Specialist immediately.

## Meal and Rest Period Premiums

Non-exempt employees who are not provided with a full 30-minute meal period or do not receive all of the meal periods they are entitled to in a workday, will receive one hour of premium pay. Meal period premiums (MPP) are paid at the employee's regular rate of pay and are not considered hours worked for purposes of overtime.

Non-exempt employees who do not receive a rest period or all of the rest periods they are entitled to in a workday, are eligible to receive one hour of premium pay. Rest period premiums (RPP) are paid at the employee's regular rate of pay and are not considered hours worked for purposes of overtime. For each day an employee is entitled to a RPP, the supervisor should add a comment to the employee's timecard and select the code RPP to notify payroll that a rest period premium should be included in their pay.

## Waiving Meal Periods

Requests to waive a meal period must be initiated by an employee and approved by the supervisor.

Meal periods may be waived only in the following instances:

- If an employee works no more than six hours in a shift.
- If an employee works more than 10 hours but less than 12 hours in a shift, the second

meal period can be waived. The first meal period cannot be waived.

Supervisors may not ask or require an employee to waive a meal period. Contact a Human Resources Specialist for additional information related to waiving meal periods.

## **Personnel Information**

The personnel file is the basic record of your work history with Getty. It is intended for the sole use of Getty and is considered confidential. The Human Resources Department maintains your personnel file. Benefits records are maintained in separate files. If any change occurs in your personal status such as marriage, change of address, or change of dependents or beneficiaries, you must update your records via Employee Self Service as soon as possible.

**Access to Personnel Information.** You have the right to examine or obtain a copy of your personnel file. Contact a Human Resources Specialist in advance for an appointment. You will be asked to complete a *File Review Request* form before you examine your file. Appointments are normally granted within two working days. You may obtain a copy of material in the file, but you may not alter, add to, or delete any information in your file.

Access by others to personnel files is granted only for legitimate Getty business or in response to a valid law enforcement inquiry, subpoena or order. A Human Resources Specialist is responsible for evaluating requests for information and controlling access to the files. Requests by phone for employment verification will be handled by a Human Resources Specialist; written requests and credit/mortgage verification will be handled by the Human Resources Department. Any legal or investigatory request from an outside agency should be referred to the Office of General Counsel.

## **Licenses and Certification**

Any employee whose job requires specific licensing (e.g., a driver's license or a trade license or certificate) must maintain that license or certificate in a valid condition. An employee whose job requires driving a vehicle must maintain an acceptable driving record. An employee with three or more points on his or her driving record will not be permitted to drive on Getty business. If driving is a requirement of the position, the employee may be unable to perform the essential functions of the job and termination may result. Employees who operate vehicles or other safety-sensitive equipment are required to be drug and alcohol free. Failure to meet licensing, certification, and drug/alcohol requirements may result in disciplinary action, up to and including termination.

## **Job Posting and Transfer**

Eligible employees may apply for transfer to another position within Getty. Job openings are posted on the [Getty's career portal](#).

Generally, an application for transfer will be considered only if you have been in your present position for at least six months and your most recent performance outcome reflects an acceptable level of performance. All exceptions must have the prior approval of the Director of Human Resources.

To apply for a posted job, you must submit an *Employee Transfer Application* via the [career portal](#). Consideration for an interview will be based on an analysis of your qualifications and experience. All employees, including those seeking transfer within their own program/department, must use this procedure to apply for a transfer. You may contact the appropriate Human Resources Specialist for more information about a position that interests you.

You are encouraged to inform your supervisor when you file a transfer application. If you choose not to inform your supervisor at the time of your application, you *must* do so before a formal offer can be made to you. At that point, the hiring program will contact your present supervisor and others to obtain information about your qualifications for the job.

## **Job Performance and Conduct**

As an employee of Getty, you have certain privileges, which are described in this handbook. In addition, you have responsibilities to Getty, the department in which you work, and to other employees. Specific job requirements often vary with the demands of a particular department. Your supervisor will explain the job requirements and performance standards for your job.

***Employee and Supervisor.*** Getty emphasizes the importance of the employee-supervisor relationship. Your supervisor is expected to provide you with direction and guidance and is your best source of information about your work. You have responsibilities in this relationship as well, including meeting the requirements of your job, helping to achieve your department's objectives, and bringing problems or questions to your supervisor.

***Performance Review.*** As a Getty employee, you must perform your job at an acceptable level. If you do not feel that you are receiving sufficient feedback, you should speak with your supervisor.

Generally, you can also expect a more formal discussion of performance and a written performance review on an annual basis. This important discussion between you and your supervisor will focus on past accomplishments as well as future opportunities to contribute. There is a place on the form for you to record your comments about the areas addressed in the review.

Nothing included or not included in a performance review alters the at-will nature of an employee's employment with Getty. Either Getty or the employee can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

## **Disciplinary Action**

Getty may use any form of disciplinary action deemed appropriate to the situation. Types of disciplinary action include counseling, written warning, suspension, and discharge.

The use of any type of disciplinary action is within the sole discretion of management. Giving a disciplinary warning or warnings in one instance does not require Getty to use such warning or warnings in any other instances, nor does it modify the at-will employment relationship in any way. Getty reserves the right to utilize any disciplinary action on a first-time basis.

## **Emeritus/a Status for Getty Staff**

In order to honor individuals whose Getty tenure was characterized by singular achievement and commitment, the J. Paul Getty Trust may from time to time designate former Presidents and Program Directors as employee emeritus/a.

The designation of emeritus/a shall be considered a rare and exceptional honor.

In order to obtain emeritus/a status, such employees must be recommended by the Governance Committee, and approved by the Board of Trustees.

Emeritus/a status shall be conferred for a three-year term, renewable at the discretion of the

Board of Trustees. Emeritus/a status shall be purely honorary, and shall not be accompanied by any emolument, except to the extent designated by the Board of Trustees.

## **Reduction in Force**

From time to time, changing programmatic or economic imperatives may result in the consolidation or elimination of jobs. Under such circumstances, Getty may be faced with administering layoffs. Management will select the person or persons to be laid off based on its judgment of Getty's needs and skills of the person(s) in question. A proposed reduction in force will be reviewed by the appropriate Director's office and the Human Resources Director. A Human Resources Specialist will work with the affected staff member throughout their notice period to discuss the job search process and to provide information about benefits and services available.

# **Your Pay**

## **Compensation Philosophy**

Getty's compensation programs are designed to support the organization's goals, attract and keep top performers, and treat all employees fairly. An integrated pay and performance management system allows Getty to reward and recognize employees. Many factors beyond compensation must be considered. These include benefits, opportunities for employee development, and our work environment, which includes not only office space but also the technology and equipment available to staff. To address these fundamental needs, Getty is committed to continually monitoring its programs to ensure their ongoing effectiveness.

**Objectives.** Getty's pay system is designed to meet certain key objectives:

- Create a consistent approach to compensation.
- Provide tools and guidelines to administer pay within a range that is appropriate for each position.
- Clearly define jobs and levels.
- Strengthen the link between pay and performance for those participants eligible for annual pay increases.

## **Job Description**

Jobs are described within a job family. A job family is a group of jobs with comparable functions, having similar responsibilities, duties, authority, autonomy and knowledge demands but variations in magnitude of scope, complexity, and skill level. A job family is typically presented in the form of a job chart, a tool used to describe job content and requirements as well as accountabilities and acceptable performance. It is also used by Human Resources for the purpose of market analysis, pay administration, job posting, and communication.

## **Salary Structures**

Getty maintains two distinct approaches to pay: a traditional pay structure and the step structure. Each job within a job family is placed in the appropriate structure based on market data.

**Traditional Pay Structure.** The majority of Getty jobs are part of a pay structure that assigns jobs to grades. Each grade has a range with a minimum and a maximum rate of pay. This structure aligns grades and ranges with levels within each job family and represents the range of pay for that job in the market.

**Step Structure.** This structure applies to certain hourly jobs, including Security

Officers, skilled trade jobs, Visitor Service Associates, store associates, grounds and others.

The step structures are comprised of incremental pay “steps.” Each applicable job is assigned to the appropriate step structure. The number of steps in each structure generally represents the length of time typically required to attain job proficiency.

Employees are assigned to a step within the appropriate structure based on their tenure in that job or their “date in grade.” When employees move from one job or job level to the next, their tenure in that new step begins with their new “date in grade.” Generally, employees advance through steps based on length of service and acceptable performance.

## How You Are Paid

**Pay Periods.** Employees are paid every other Friday, one week after the end of the payroll period. Each payroll period consists of two workweeks.

**Timekeeping.** All employees are required to use Getty’s automated timekeeping system, Kronos Workforce®®, to record time and attendance data. Every employee is responsible for accurately reporting their time worked, meal periods, and/or absences during each bi-weekly pay period. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including termination. Any delay in submitting a complete and accurate report of time worked may result in delays in the processing and receipt of pay.

**Non-Exempt Employees.** All non-exempt employees must clock in and out at the beginning and end of each scheduled workday and meal period by entering the time on their assigned computer or by swiping an authorized Kronos Workforce® time clock with their Getty identification badge. Employees who swipe their badge are only authorized to use the time clock installed nearest the department or location where he/she is assigned to work. Supervisors will provide a list of authorized time clocks for employees within their department. Employees who use unauthorized time clocks are subject to disciplinary action up to and including termination of employment. Employees who forget to swipe their badge on a time clock should notify their supervisor immediately.

**Recording Hours Worked.** Working “off the clock” is strictly prohibited. Getty pays for all hours worked. Employees should not conduct any work before clocking in or after clocking out. Supervisors should not ask employees to work any unpaid time and likewise employees should not choose to work any unpaid time including:

- “Just finishing up” at the end of the day
- “Volunteering” to work on something
- Working unpaid time due to budget concerns
- Working unpaid time to avoid overtime
- Responding to work related communications outside of regular work hours

Non-exempt employees are not required to respond to work related communications during non-work hours. These activities should be completed during normal work hours, even if you see these messages during your off-time. Getty discourages non-exempt employees from checking Getty email when you are scheduled to be off, but if you do, your time must be recorded for anything that is related to your work duties.

If you are asked to work “off the clock” or your timecard is adjusted so that all of your work hours are not recorded accurately, contact a Human Resources Specialist immediately.

Employees may not accumulate overtime by arriving early or leaving late unless specifically authorized by a supervisor. Employees should not clock in more than 7 minutes before their designated start time or clock out more than 7 minutes after their designated end time without supervisor approval. Employees must clock in and out as they begin and end each assigned meal period.

Missed or incorrect time entries into Kronos Workforce® may result in an incorrect paycheck. Payroll may not issue a separate adjustment check in these situations. Repeated missed or incorrect time entries may result in disciplinary action. Using the Kronos Workforce® system to “swipe in” or “out” or record time for another employee is prohibited and may result in disciplinary action up to and including termination of all employees involved.

**Approving Hours Worked.** Non-exempt employees must approve their hours worked and any absences (vacation, sick, personal time, etc.) recorded for each pay period. Employees are responsible for any inaccuracy or omission of which the employee is aware at the time the electronic timecard was submitted and approved.

**Exempt Employees.** Exempt employees are not required to track or report hours worked for performing assigned duties. Exempt employees should only report full day absences (vacation, sick, personal time, etc.) in the Kronos Workforce® system. Employees are responsible for any inaccuracy or omission of which the employee is aware of at the time the electronic timecard was submitted.

**Supervisors.** Supervisors are responsible for establishing the time and duration of working hours and schedules for each employee in their department and ensuring that proper timekeeping methods are maintained by each employee. This includes regularly reviewing employee timekeeping records for missing information, appropriate meal periods, and schedule compliance. Supervisors may reject or modify an inaccurate timekeeping record and must discuss the reasons for any changes with the employee.

**Overtime Pay (Non-exempt Employees Only).** Employees may be required to work overtime to meet the operational requirements of their departments, but should not work any overtime without their supervisor’s prior authorization. Non-exempt employees will receive overtime pay in accordance with all applicable laws and will be paid even if their overtime work is unauthorized. However, working unauthorized overtime may result in disciplinary action, up to and including termination. Vacation, holiday, sick, and personal leave time and other exemptions as approved by law are not considered hours worked for the purpose of computing overtime.

Employees on Schedule 1 (Alternative work week) are paid overtime at one and one-half times the employee’s regular rate of pay for hours worked in excess of those regularly scheduled (8 or 9 hours per workday, depending on the week). Any time worked on an employee’s regularly scheduled day off is paid at one and one-half times the employee’s regular rate of pay. Time worked in excess of 12 hours in a workday or in excess of 8 hours on a day in which the employee is not regularly scheduled to work is paid at two times the regular rate of pay.

Employees on Schedule 2 (Traditional work week) are paid overtime at one and one-half times the employee’s regular rate of pay for hours worked in excess of 8 hours in a day or 40 in a week. Hours in excess of twelve in one workday are paid at two times the regular rate of pay.

**Payroll Deductions.** Each employee must complete tax-withholding forms (Federal W-4 and state/local forms where applicable). Federal Income Tax, Social Security Tax (FICA), and state or local mandatory taxes (e.g., State Disability Insurance in California) are deducted each pay period. Other deductions that you authorize, include but are not limited to health insurance premiums, voluntary life insurance, flexible spending account, health savings account or the employee investment program.

Employees can make changes in tax withholding status via Employee Self-Service. Changes cannot be made retroactively.

**Accurate Pay.** It is Getty's policy to pay all of its employees - exempt and non-exempt - in accordance with all applicable laws and following the timecard submitted and approved by the employee. Getty strives to pay employees at the proper rates for the work that they perform and to avoid improper pay deductions. If you believe that there has been an error in your compensation, please report it to your supervisor or Human Resources Specialist, so the matter can be investigated and any error corrected.

**Direct Deposit.** You may elect to have all or some of your paycheck directly deposited at the financial institution of your choice if it is affiliated with the Federal Reserve System. A Direct Deposit Authorization form and a copy of your deposit slip are needed to initiate the process. This form is available on GO under "Forms."

**Shift Differential.** In departments with 7-day/24-hour operations, non-exempt employees are paid a shift differential for hours worked on certain designated shifts. The times defining the eligible shifts are established based on operational requirements.

Shift differentials will be paid based on the time period where the majority of continuous hours are worked. In situations where hours are evenly distributed between two shifts, the determination of shift differential premium will be based on when the employees shift began. There will be no additional shift differential paid for hours that overlap onto a shift with a higher differential. Overtime for employees who are assigned to an eligible shift is paid at the overtime rate plus the shift differential. Pay for vacation, holiday, personal days, sick days, or other special payments does not include the shift differential.

**Pay for Travel Time (Non-exempt Employees Only).** If a non-exempt employee is required to attend an out-of-town business meeting, training session, or other work-related event, he or she will be paid for necessary travel time to and from the out-of-town location. Travel time includes all time spent as a passenger on an airplane, train, bus, taxicab or car. Travel time does not include hours spent on personal activities such as eating, sleeping, watching television, social activities or sightseeing. Nor does it include travel from the employee's home to the airport if the airport is substantially the same time and distance from the employee's home as his or her routine travel to Getty.

Non-exempt employees who are required to travel for work-related purposes during the workday will be paid for such travel time at their regular rate of pay.

If a non-exempt employee is required to travel locally to and from an off-premises worksite directly from his or her home, all time spent for such travel, less the employee's normal commute time, is compensable. Employees are expected to accurately record work-related travel time on their timecard in Kronos Workforce®. Specific questions related to recording travel time should be directed to payroll or a Human Resources Specialist.

**Emergencies and Closure Pay.** Getty Human Resources Department may issue special instructions on pay during emergencies or in special circumstances. Employees may call **(800) 899-5506 to determine the status of Getty Center, Getty Villa or other Getty facility during an emergency.** There may be a case when a Getty facility is closed to the public but the closure will not be considered an emergency for staff.

If Getty or one of its facilities is officially closed to staff due to an emergency or special circumstance, certain employees may be required to report to work. If you are a non-exempt employee and you are required to report to work during the closure, you will normally be paid time and one-half for regular hours and double time for overtime hours. You will not be eligible for this overtime pay provision unless your supervisor specifically requires you to report to work during the closure.

## **Pay Guidelines for Special Circumstances**

**The following pay practices may apply to certain non-exempt employees in order to ensure adequate operational coverage. You will be notified by your supervisor if these practices apply to you.**

**Call-in\*:** A situation where a non-exempt employee is asked to voluntarily report to work on a workday on which he or she has not been scheduled to work.

An employee who is called in to work will be paid for the time actually worked or a minimum of four (4) hours, whichever is greater. For example, an employee is guaranteed four hours' pay at the appropriate overtime rate when called in; if he/she works only one hour, the pay for the additional three hours is not considered hours worked and therefore is not included in their regular rate and is not credited against overtime pay due.

**Call-back\*:** A situation where a non-exempt employee ends a regular shift, is released from duty and leaves the worksite, and then is called back to the worksite to work all or part of a second shift.

An employee, who is called back to work, will be paid for the time actually worked upon return or a minimum guarantee of four (4) hours at the appropriate overtime rate for hours worked. For example, an employee is guaranteed four hours' pay at one and one-half times their regular rate when called back after completing their shift; if he/she works only one hour, the pay for the additional three hours is not considered hours worked and therefore is not included in their regular rate and is not credited against overtime pay due.

*\* These situations are not scheduled in advance but occur randomly and cannot be anticipated.*

**Reporting Pay:** A situation where a non-exempt employee is scheduled and reports to work but is not put to work or is given fewer than half the scheduled hours.

In this situation, the employee is paid at the applicable straight-time or overtime rate for four (4) hours or for half the scheduled hours, whichever is less. The number of hours paid will not be fewer than two. This situation is distinguishable from a call-in or call-back minimum guarantee because reporting-time pay is paid only when an employee is not provided with the expected amount of work on a day he/she has been scheduled to work.

**Controlled Stand-by:** A situation outside of a non-exempt employee's regular work schedule in which the employee must be available to report to work if deemed necessary by the

appropriate supervisor. If an employee is required to remain on call on Getty's premises or restricted in such a way that he or she cannot use the time effectively for their own purposes, all such time is considered hours worked. These hours are paid at the same rate as hours worked and are covered by the same overtime provisions as hours worked. All hours on controlled stand-by are considered hours worked for the purposes of computing overtime.

**Uncontrolled Stand-by:** A situation outside of a non-exempt employee's regular work schedule in which the employee may be contacted wherever he or she may be and asked if he or she is available to report to work. If he/she is sufficiently unrestricted so that the time can be spent predominantly for their own purposes, such time is not considered hours worked. Requiring an employee to carry a cell phone through which he/she is on call is considered similar to leaving word about where he/she can be reached and will not interfere with their freedom and will not be considered compensable hours worked.

If an employee who is on uncontrolled stand-by is contacted by his or her supervisor and called in to work, the employee will be paid under the call-in guidelines noted above. In addition, the employee will be paid for travel time, including travel time to Getty and back to his or her home. For example, an employee on uncontrolled stand-by is contacted to come into Getty. The employee leaves home and drives 15 minutes to Getty, works for five hours and then drives 15 minutes back home. This employee will receive pay for 5.5 hours of work at the appropriate overtime rate of pay.

## Your Benefits

The J. Paul Getty Trust offers a comprehensive compensation package to eligible employees. The information in this section will help you understand how Getty's pay and benefit programs apply to you.

Detailed information about some benefit programs can be found in individual Summary Plan Descriptions (SPDs), available at [www.gettyhr.com](http://www.gettyhr.com). Hard copies can be obtained from Human Resources. If there is a discrepancy between the handbook or Summary Plan Description and the insurance contracts or plan documents, the contracts or plan documents will govern.

### Employment Status and Benefits Summary

As an employee of the J. Paul Getty Trust, you may be eligible for a variety of benefits that can add significant value to your compensation package. In this case, the term "benefits" applies to time off, health and other insurances, retirement plans, etc. Your eligibility for these benefits is determined by a combination of employment status and the number of hours you are regularly scheduled to work. Please note that information about your benefits contained in this handbook is necessarily general. Detailed information about certain benefit programs can be found in individual Summary Plan Descriptions (SPDs) or at [www.gettyhr.com](http://www.gettyhr.com). If there is a discrepancy between the handbook or Summary Plan Description and the insurance contracts or plan documents, the contracts or plan documents will govern.

The table below indicates many of the benefits for which each group of employees may be eligible. Specific questions should be referred to staff in Getty Human Resources Department, or send an e-mail to HR [@getty.edu](mailto:HR@getty.edu).

Status*	Hours	Paid Holidays	Vacation Accrual	Sick Accrual	Personal Days	Health Plans	Life	LTD	FSA	EIP	Match Gifts
Regular	30+	Yes	Yes	Yes	Yes	Yes+	Yes	Yes	Yes	Yes	Yes
	20-29	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No
	0-19	No	No	Yes	No	No	No	No	No	Yes	No
Limited Term > 3 mos. or Professional Fellow or Research Assistant	30+	Yes	Yes	Yes	Yes	Yes+	Yes	No	No	Yes	No
	20-29	Yes	Yes	Yes	Yes	No	No	No	No	Yes	No
	0-19	No	No	Yes	No	No	No	No	No	Yes	No
Temporary	Variable	No	No	Yes	No	No	No	No	No	Yes	No

\* Status is determined by hours regularly scheduled to work, not actual hours worked.

+Part-time employees who are reclassified to full-time status for a temporary or limited period of time are not eligible for health benefits. However, under the Affordable Care Act, you may still be eligible for benefits if you worked an average of 30 hours per week over the course of a measurement period. For more information, see the Health & Welfare Plan Summary Plan Description at [www.gettyhr.com](http://www.gettyhr.com).

## Other Benefits

### Educational Assistance

Getty encourages and supports the continuing education of its employees in order to increase their expertise and their effectiveness. Such study must be through an accredited college or university and must be related to your job and/or your professional development at Getty. This policy does not apply to seminars and workshops, private training programs, long-term training in residence, or in-house training. Those types of programs can be approved as business expenses at the discretion of your Department Head/Program Administrator.

**Eligibility.** Regular employees who have worked at least 1,000 hours during the 12 months immediately preceding the request for educational assistance are eligible to apply for educational assistance benefits. Limited-term employees, professional fellows and research assistants with contracts of 18 months or longer are also eligible for this benefit if they meet the requirement of 1,000 hours in the preceding 12 months.

**Covered Expenses.** Reimbursable expenses are: tuition and fees required for entering the course and textbooks required to be read as part of the course. Expenses that cannot be reimbursed include: student body membership dues, non-mandatory fees, standard supplies (paper, pencils, etc.), parking, transportation, or any tools or supplies (other than textbooks) that may be retained after completion of the course.

Expenses that are covered by another form of educational assistance not requiring re-payment, such as a Federal Pell Grant, scholarships, GI Bill, etc., are not eligible for educational assistance from Getty.

Student loan repayment does not qualify for this benefit, unless the loan is 1) being used to pay for current courses being taken by the employee, and 2) is actively being re-paid. Proof of that payment transaction method will be required in order for the employee to receive

reimbursement from Getty.

**Reimbursement.** Effective January 1, 2021, there is an annual educational assistance reimbursement limit per calendar year of \$5,250 for undergraduate or graduate study for full-time employees. Eligible part-time employees may receive 50% of the reimbursement limits established for full-time employees.

**Application.** Your *Educational Assistance Application* (found on GO under Forms & Tools) must be submitted and approved in writing by your supervisor and administrative office prior to the beginning of the course. Approval is not automatic. The decision is within the sole discretion of Getty and may be based on such criteria as the relevance of the course to your work, your professional development, cost and quality of the proposed course work, and your work performance. A whole course of study, such as a master's degree or special certificate program, may be approved on a year-to-year basis, contingent on successful completion of course work and acceptable performance on the job.

Once your Educational Assistance application is completed and approved by your department head/program administrator, send the application and supporting documentation - including proof of enrollment and any receipts for reimbursement to the Payroll Department. Your initial payment (for 50% of reimbursable fees) will be added to your next paycheck. To receive the remaining reimbursement, send documentation confirming satisfactory completion and proof of payment of the course to payroll and the final payments will be added to your next paycheck. Reimbursement for any additional course(s) will not be approved until proof of successful completion for the most recent course has been submitted.

“Satisfactory completion” of the course means a grade of “C” or better, or a passing grade in a Pass/Fail course. Audited classes require signed verification of your attendance in at least 90% of the sessions held.

If reimbursable costs are paid to you prior to the completion of the course or prior to you submitting proof of payment, these funds will be considered a cash advance. You must sign a *Cash Advance Agreement* (found on GO) before this advance is paid to you. Pursuant to that agreement, if you do not complete the course or do not complete it satisfactorily, you must repay the amount advanced. If your employment terminates for any reason before you have completed the course, the full amount of the advance will be reconciled into your final paycheck.

## **Getty Transportation Program**

Getty participates in a transportation program that provides incentives for employees who use alternative means of transportation to work... The purpose of the program is to increase the number of parking spaces available for visitors, and to reduce the number of vehicles on the road and thereby reduce unhealthful emissions into the atmosphere.

Alternative methods of transportation are carpools, vanpools, public transit, bicycling, and walking. The Transportation Program is administered in the Security Department. The designated transportation coordinator can provide you with the details and assist in linking you with others in your area who are interested in participating in the program.

The provisions and incentives of the program are evaluated and revised periodically. Falsification or misuse of any transportation program benefit, information or materials is grounds for permanent removal from the program as well as disciplinary action, up to and including termination.

More information regarding Getty's transportation program may be found on GO, under Security & Visitor Services.

## **Telework Policy – Effective September 5, 2021**

*Note: This policy replaces the guidelines provided to employees as part of the 2020-2021 Coronavirus Pandemic work-from-home requirement.*

Teleworking is defined as an optional arrangement in which an employee performs work from home for a regularly scheduled, limited number of days, instead of working in a Getty office. Though all Getty staff are generally expected to work onsite, Getty offers employees the option to request a teleworking arrangement when work can be performed remotely and when it is beneficial to both Getty and the employee. Teleworking is a workplace strategy and privilege that may help employees achieve work/life balance and reduce the average time spent commuting, but is not an employee entitlement.

For employees requesting telework as an accommodation for a disability, Getty will engage in the interactive process to identify and provide reasonable accommodations. This process is described in the Staff Handbook under Workplace Accommodations for Employees with Disabilities.

### **Guidelines**

The opportunity to telework is a business decision and requires mutual understanding and agreement between the employee's supervisor, program lead administrator, or department head and the employee. The employee's supervisor is ultimately responsible for management, oversight, work product, and compliance with teleworking and other employment policies, requirements, and regulations.

All terms and conditions of employment with The J. Paul Getty Trust remain unchanged. An employee's compensation, benefits, work status, and work responsibilities will not change as a result of teleworking. Teleworking employees must comply with all organizational rules, policies, and procedures and continue to meet all expectations of their position.

Teleworking **cannot** serve as an alternative to child or elder care and the teleworker must make appropriate arrangements for dependent care. Further, teleworkers should not schedule other in-home visits such as plumbers, electricians, etc., during working hours, if they will distract the teleworker from his or her work, including the ability to participate in meetings or conference calls.

Getty retains the right to require a teleworker to return to Getty's offices at any time, for any period of time, even if it is on a scheduled teleworking day or days, should work situations warrant such an action. Getty will not reimburse for mileage to come to a Getty worksite to work.

### **Eligibility**

Eligibility of employees to participate in teleworking will vary among departments and programs, and will depend on the function and responsibilities of the employee and the ability and commitment of a supervisor to participate. Each department/program must maintain some minimum complement of employees who work on site at Getty offices, on a regular basis, in order to function effectively.

Telework for any position shall be based on specific work-related criteria including, but not limited to:

- Job responsibilities
- Need for, and nature of, interaction with other staff and external clients
- Use of specialized equipment
- Availability of other qualified employees on site for effective coverage of department/program functions and responsibilities
- Employee job performance

Jobs that require physical presence or regular interaction with visitors and/or coworkers may not be suitable for telework (e.g. logistics technicians, grounds, security, visitor services).

Individuals interested in teleworking must be full-time employees, with a history of satisfactory job performance, who are California residents, and reside within a commutable distance of Getty (able to be on site with short notice). There may be rare exceptions for part-time employees to telework, which requires consultation between Human Resources and the supervisor. Temporary employees are not eligible for teleworking.

Employees who are approved for teleworking must be able to work independently, be a self-starter, and demonstrate skills managing time in a productive manner. An employee must be in good standing with no record of performance or conduct issues and their most recent performance review must reflect an acceptable level of performance. The resources that an employee needs to do their job must be easily transportable or available electronically.

The Program/Department Administrative Head must approve a telework arrangement and the employee must sign the [Teleworking Agreement](#) before the employee may begin teleworking.

### **Schedules and Hours**

Individuals approved for telework are required to follow all Getty and department policies related to work schedules.

Non-exempt employees who telework are also required to follow Getty policies related to work schedules, meal periods, and rest breaks. This includes:

- Establishing and following a regular teleworking schedule, including specific days and hours. Schedules must be predictable and not subject to continual change, and all meal and rest periods must be recorded and meet policy requirements.
- Following the schedule of the alternative work week (applicable to non-exempt teleworkers on payroll schedules 1 and 2) that is in place at the time teleworking begins. The amount of time the teleworker is expected to work per day and per pay period will not change due to participation in the teleworking program.
- Recording all time worked in accordance with Getty's timekeeping policies. Non-exempt teleworkers may perform overtime work only after receiving prior written approval from their supervisor. Failure to comply with this requirement may result in disciplinary action and/or removal from the teleworking program.
- Requesting advance approval from the supervisor and Human Resources for any deviations from the employee's agreed-upon schedule. The supervisor may approve an occasional change to a single day's work schedule at the employee's request. A change in the employee's schedule must not be made in order to avoid overtime, and the employee must still observe meal and rest period requirements. Any regular changes to an employee's work schedule must be submitted by the manager to Human Resources for approval.

### **Workspace**

The Getty worksite remains the primary worksite at all times. The employee is responsible for maintaining a safe and secure work environment off site, including maintaining the off-site workspace in an ergonomically sound manner. Teleworkers must have sufficient workspace in their home that considers ergonomics, safety, equipment, noise, and interruption factors. The work area should provide adequate lighting, power, and temperature control. Teleworking employees will need to maintain a distinct separation between work activities and personal activities.

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

Teleworkers are responsible for providing adequate internet connection and phone service in order to fully perform their duties from home. Homeowner's/renter's insurance and changes in rates or coverage, should there be any, are the responsibility of the employee. Employees are encouraged to consult with a qualified tax professional to discuss potential income tax implications of maintaining a home office.

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

## **Equipment and Supplies**

Getty provides all equipment required for employees' job duties at the Getty worksite and will not provide fully duplicate equipment, such as large monitors, sit-stand workstations, or special keyboards, at employees' homes. Teleworkers may use mobile Getty-owned equipment (e.g. laptop computer) at their off-site workspace with the prior approval of their supervisor, provided that the equipment will be used for Getty work only and does not require unnecessary expenditure beyond usual office supplies. Purchase of equipment such as monitors, desks, printers, chairs, etc. for telework at home is the employee's sole responsibility, and is not eligible for reimbursement as a business expense.

Office supplies will be provided by Getty and should be obtained during the teleworker's in-office work period. Additional expenses for supplies normally available in the office must be approved by the lead program administrator and/or department head, before the purchase may be made. Reimbursement for approved purchases will be made in accordance with Getty's policies for business expense reimbursement. Appropriate documentation is required if such expenses are submitted for reimbursement.

All supplies, equipment, and/or materials provided by Getty remain property of Getty and may only be used for Getty purposes.

Getty does not assume liability for loss, damage, or wear of employee-owned furniture, equipment, or other property. Repair and maintenance of employee-owned equipment is the responsibility of the teleworker. Maintenance, repair, and replacement of Getty-owned equipment issued to teleworkers is the responsibility of Getty and the teleworker is responsible for ensuring proper maintenance/repair. In the event of equipment damage or malfunction, teleworkers must notify their supervisor immediately.

## **Employee Access and Availability**

Teleworkers must be available for telephone calls, virtual meetings, and to respond to email during scheduled work hours, with the exception of their scheduled rest breaks and meal period. Supervisors may require employees to check for messages within a certain period (e.g. at least once every two hours).

## **Security**

It is the responsibility of teleworkers to take all precautions necessary to secure Getty property and information and to prevent unauthorized access. Teleworkers are required to observe all systems and office security practices when working outside 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, use of locked file cabinets, and desks; secure internet connection, and regular password maintenance; and any other steps appropriate for the job and the environment. If a personal computer is used for Getty work, the computer must be password-protected.

## **Continuance of Teleworking Arrangements**

Teleworking Arrangements should not be considered permanent, and will be reviewed on an ongoing basis and during the regular employee review process. As circumstances, business needs, and job requirements evolve over time, adjustments and modifications to a teleworking arrangement may become necessary. Getty reserves the right to discontinue teleworking at any time and to require teleworkers to resume all duties at the Getty worksite.

## **Discounts on Merchandise and Food**

Employee discounts are available at Getty's bookstore and food service locations. For details, check with a cashier at the venue where you want to make a purchase.

## **Attendance at Getty-Sponsored Events**

Getty-sponsored lectures and similar activities of interest to employees sometimes occur

during the workday. The decision to release a staff member from work to participate in such programs rests with the employee's supervisor and will be based on such considerations as relevance to your work, the availability of departmental coverage, your workload, and job performance. If you wish to attend such an event, you must obtain the advance approval of your supervisor.

## **Matching Employee Gifts Program**

The Matching Employee Gifts Program is designed to further Getty's charitable mission by supporting employees' personal gifts to qualifying charities. Getty Foundation administers this program. Through the Employee Matching Gifts Program, Getty will match one dollar for each dollar of an eligible employee contribution to an eligible charity up to \$2,500 per year.

Additional information, the Matching Gifts Policy and Employee Matching Gifts Forms, are available on Getty GO > Foundation Home page, found under "Programs & Department/ Foundation/Employee Matching Gift Program." Full-time, regular employees who are employed at the time the donation is made are eligible to participate in the program.

## **Credit Union and Bank Discounts**

You are eligible to join the University Credit Union at the University of California, Los Angeles if you are a full-time, regular employee, limited-term employee, professional fellows or research assistant. You may authorize payroll deductions for either or both savings and loan payments to the Credit Union. Direct deposit of your paycheck is also available. For more information, log onto [www.ucu.org](http://www.ucu.org) or contact Human Resources Benefits via e-mail at [HR@getty.edu](mailto:HR@getty.edu) or call extension 6523, or call the Credit Union directly at (310) 477-6628 x2215.

## **Employee Activities/Fitness Center**

Getty supports a number of voluntary and optional activities for employees during the year. However, neither Getty nor any of its insurance carriers is liable for the payment of workers' compensation benefits for any injury, which arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activities, including use of Getty Fitness Center.

Getty Fitness Center, located on level L3 of the restaurant/café building, is open to all regular – employees, limited-term employees, professional fellows and research assistants of Getty who are regularly scheduled to work 20 or more hours per week. The facility includes locker rooms, a general exercise area, a group exercise classroom, a stretching area, and administrative offices. The main exercise area is equipped with a full circuit of muscle strengthening/toning machines, a complete line of cardiovascular equipment, and free weights. The Fitness Center is managed by an outside management company and is staffed by trained fitness professionals who provide instruction, testing, and supervision of the facility. The staff will be happy to enroll you or answer any questions you might have.

# **Time Off**

## **Paid Holidays**

Getty designates certain days as paid holidays. Only dates identified on the "Holiday Schedules," are holidays for purposes of pay. The holiday schedules are available on GO or from a Human Resources Specialist.

Getty does not treat all national holidays as paid holidays. If a national holiday falls on a

weekend day or off-Friday, it is not a holiday for purposes of holiday pay. When a national holiday falls on a weekend, Getty may designate another day as a holiday.

**Eligibility.** Regular employees, limited-term employees, professional fellows and research assistants who are regularly scheduled to work at least 20 hours per week are eligible for holiday pay. Other employees are not eligible. If you are regularly scheduled to work between 20 and 29 hours per week and a holiday falls on your regularly scheduled day off, you are not eligible for holiday pay.

**Calculating Holiday Pay.** Holiday pay is based on your regularly scheduled hours:

- If a paid holiday falls on a day on which you are regularly scheduled to work, you will be paid the number of regular hours you would have been scheduled to work on that day.
- If a paid holiday falls on your regularly scheduled day off, and you are a full-time employee, you will either be assigned a different day off with pay during the same work week or paid holiday pay at straight time. If you work fewer than 76 hours per pay period, your holiday pay will be prorated.
- In order to receive holiday pay, the last regularly scheduled workday before the holiday and the first regularly scheduled workday after the holiday must be paid. If any portion of these two workdays is unpaid, the employee is not eligible for holiday pay.

Holiday pay is always calculated at your regular rate of pay. It does not include shift differential, overtime, or any other special payments.

If you are a non-exempt employee and are required to work on a Getty paid holiday, you will be paid holiday pay, if eligible, at straight time plus the appropriate hourly rate for the hours worked on the holiday.

**Holidays That Are NOT Paid Holidays.** If you work on a holiday that is not designated as a paid holiday, you will receive straight pay for the hours you work and any applicable overtime pay, but you will not receive additional holiday pay.

**Paid Holidays During Absence.** If a holiday is observed during your approved vacation, that day will be recorded as paid holiday hours and not deducted from your vacation pay balance.

Employees on an unpaid leave of absence are not eligible for holiday pay for holidays that are observed during the period they are on a leave of absence.

## Vacation

Getty offers employees paid annual vacation benefits. You are encouraged to take advantage of this benefit each year, providing a period of rest and relaxation away from the workplace.

**Eligibility.** Regular –employees, limited-term employees, professional fellows and research assistants who regularly work a minimum of 20 hours per week are eligible to accrue vacation benefits.

**Accrual.** Your vacation hours begin to accrue with your first day of employment and are determined by your employment classification, length of service, and regular hours worked as detailed below. Once you have earned the maximum hours of vacation for your schedule (e.g. 228 hours for 76 hour schedule or 240 hours for 80 hour schedule), you will stop accruing

hours until you have used some of your vacation time. At that point, you will begin to accrue vacation hours again. You will only receive pay for unused accrued vacation hours that are available prior to the start of the pay period in which vacation time is used. You may not use vacation in advance of accrual unless the request is approved in writing by Human Resources prior to the start of the scheduled vacation.

When you are on an approved leave of absence, you will stop accruing vacation time after your last day worked. Your benefits begin to accrue again when you return to work. Employees on an intermittent leave of absence do not accrue additional vacation time on the days absent as part of the intermittent leave of absence.

*Exempt Staff* are eligible for 152 hours of paid vacation each year, accrued at a rate of 5.846 hours per pay period. Your accrual rate is prorated if you are scheduled to work fewer than 76 hours per pay period.

Effective January 1, 2021, *Non-exempt Staff* who work 36 to 40 hours per week accrue vacation according to the schedule in the following table.

Years of Service	76 Hours Schedule (Alternative work week)		80 Hours Schedule (Traditional work week)	
	Accrual Rate per Regular Hour Worked **	Maximum Hours of Vacation Earned in One Year	Accrual Rate per Regular Hour Worked **	Maximum Hours of Vacation Earned in One Year
Through 3 years	.038553 hours	76.18	.038462 hours	80.02
After completion of 3 years but fewer than 6 years	.057763 hours*	114.15	.057692 hours*	120
After completion of 6 years	.076923 hours*	152	.076923 hours*	160.07

\* Rate of accrual changes on the first pay period of the 4th and 7th years.

\*\*Regular hours worked includes sick & sick-dependent pay, vacation pay, personal time, jury duty, holiday pay, AQMD pay and bereavement pay.

**Vacation Scheduling.** You must make a request to your supervisor for vacation time off, according to the procedures and requirements of your department. Your supervisor will review operational requirements and approve or deny your request accordingly.

Check with your supervisor regarding specific procedures and requirements for your department.

With supervisor approval, non-exempt employees may take vacation in ¼ hour increments. Exempt employees must take vacation in full-day increments only.

**Effect of Employment Status Change on Vacation Accrual.** If you move from a non-exempt position to an exempt position or vice versa, the new rate of accrual will be effective with your change in status. Non-exempt employees who separate employment, who completed at least one year of continuous service immediately prior to leaving Getty, and are rehired within six months of their termination date, will accrue vacation at the rate prior to their separation.

## Personal Days

Getty recognizes that there will be occasions when you may need time for personal or family business or special religious observances.

**Eligibility.** Regular employees, limited-term employees, professional fellows and research assistants who are regularly scheduled to work a minimum of 20 hours per week are eligible to accrue paid personal time off according to the following schedule.

**Accrual.** Your personal time begins to accrue with your first day of employment and is determined by your employment classification, length of service, and regular hours worked per pay period as outlined in the chart below. Once you have earned the maximum hours of personal time for your schedule (e.g. 17 hours for a 76 hour schedule or 16 hours for an 80 hour schedule), you will stop accruing hours until you have used some of your personal time. You will only receive pay for unused accrued personal hours that are available prior to the start of the pay period in which personal time is used.

When you are on an approved leave of absence, you will stop accruing personal time after your last day worked. Your benefits begin to accrue again when you return to work. Employees on an intermittent leave of absence do not accrue additional personal time on the days absent as part of the intermittent leave of absence.

	Accrual Rate per Regular Hour Worked**	Maximum Hours of Personal Time
76 Hours Schedule (Alternative work week)	.008603 hours	17
80 Hours Schedule (Traditional work week)	.007692 hours	16

*\*\*Regular hours worked includes sick & sick-dependent pay, vacation pay, personal time, jury duty, holiday pay, AQMD pay and bereavement pay.*

**Pay for Personal Days.** Personal Day pay is based on your regular rate of pay. It does not include overtime, shift differential, or any other special payments, nor is it considered time worked for purposes of computing overtime. Employees who have accrued personal hours are required to use those hours as appropriate and cannot elect to take time off as unpaid. Unused personal hours are paid at termination but may not be used to extend the date of termination. Your last day of work may not be a personal day.

**Scheduling Personal Days.** You must make a request of your supervisor for a personal day off in advance, according to the procedures and requirements of your department. Your supervisor will review operational requirements and approve or deny your request accordingly. With supervisor approval, personal days may be taken together with vacation time or a holiday.

With supervisor approval, non-exempt employees may take personal days in ¼ hour increments. Exempt employees must take personal days in full-day increments only.

## Sick Pay

Getty provides paid time off for the diagnosis, care or treatment of an existing health condition of, or preventive care for, the employee or a family member. "Family member" for purposes of this policy includes spouses, domestic partners, children, parents, grandparents, grandchildren, siblings, a person with whom the employee was or is in a relationship of "in loco parentis", and individuals related by blood or affinity whose close association with the

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employee is the equivalent of a family relationship. Sick pay under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

**Eligibility and Accrual.** Employees are eligible to accrue sick pay according to the following schedule:

Status	Hours	Accrual Rate per Regular Hour Worked**	Maximum Hours of Sick Time	Reinstatement Hours Cap
Regular (76 Hours Schedule)	20+	.057763 hours	988	72
	0-19	.033334 hours	72	72
Regular (80 Hours Schedule)	20+	.057750 hours	1040	72
	0-19	.033334 hours	72	72
Limited Term or Research Assistant > 3 mo. (76 Hours Schedule)	20+	.057763 hours	988	72
	0-19	.033334 hours	72	72
Limited Term or Research Assistant > 3 mo. (80 Hours Schedule)	20+	.057750 hours	1040	72
	0-19	.033334 hours	72	72
Professional Fellow (76 Hours Schedule)	20+	.057763 hours	988	72
	0-19	.033334 hours	72	72
Temporary	Variable	.033334 hours	72	72

*\*\*Regular hours worked includes sick & sick-dependent pay, vacation pay, personal time, jury duty, holiday pay, AQMD pay and bereavement pay.*

Benefits accrue from the first day of work but may not be used until you have completed 90 days of employment except with the approval of your supervisor.

Employees accrue hours of sick time per pay period up to a maximum number of hours based on regular hours worked per pay period as shown in the chart above. If you accrue the maximum number of hours, you stop accruing sick time until your accrual balance falls below the maximum. You will only receive pay for unused accrued sick hours that are available prior to the start of the pay period in which sick time is used.

When you are on an approved leave of absence, you will stop accruing sick time after your last day worked. Your benefits begin to accrue again when you return to work. Employees on an intermittent leave of absence do not accrue additional sick time on the days absent as part of the intermittent leave of absence. Unused sick pay benefits are not paid out under any circumstances.

Employees who are rehired within 1 year from the date of separation, are eligible to have their previously accrued and unused sick hours reinstated up to a maximum of 72 hours.

**Use of Sick Pay.** For non-exempt employees, any medically related absence of 1/4 hour or more will be charged against sick time unless the employee advises human resources that they do not desire to use their sick pay. Exempt employees generally are charged for sick time in full-day increments. Unused sick pay may not extend the date of termination. You may use the equivalent of your *annual* accrued sick leave per year to care for an eligible family member as defined under this policy.

**Notification of Absence.** You must notify your supervisor directly of any absence as soon as possible.

possible and before the start of the scheduled workday. Some departments may have more specific notification requirements. This applies to each day of absence unless Getty has approved an extended absence in advance.

**Medical Certification.** You may be required to furnish a medical certification of illness or injury or other related evidence acceptable to Getty. Getty reserves the right to question such certification and to require additional proof of illness or injury when appropriate. Failure to provide satisfactory medical certification when requested may jeopardize your leave status and thus lead to termination of your employment. You may also be required to furnish an attending physician's statement authorizing your return to work after an illness or injury. If there are restrictions on your return to work, your physician must provide specific information regarding the nature and duration of those restrictions before you return to work so that Getty can evaluate whether it can provide the requested or alternative accommodations.

### **Long-Term Disability Plan**

Regular, full-time employees are covered by a Long-Term Disability plan. If you become fully or partially disabled, this plan may continue a portion of your salary after a six-month waiting period. Benefits are reduced by payments from other sources, such as workers' compensation and SDI. Contact a Human Resources Specialist or see the Summary Plan Description at [www.gettyhr.com](http://www.gettyhr.com) for details.

## **Leaves of Absence – Personal, Medical and Family-Related Leaves**

From time to time, situations occur that necessitate an employee's absence from work for an extended period. Getty has established the following leave policies to ensure that it administers leaves fairly and equitably for eligible employees. Employees who are unable to return to work may be eligible for benefits under the Long-Term Disability plan. See the Summary Plan Description (SPD) at [www.gettyhr.com](http://www.gettyhr.com) for details or contact Human Resources for additional information.

Under the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), the California Pregnancy Disability Leave Law, and the California Military Spouse Leave Law, employees may be entitled to leaves of absence. Under Getty's Non-FMLA Medical Leave and Personal Leave Policies, Getty may voluntarily permit continued leaves of absence under appropriate circumstances.

All of these leaves are unpaid unless the employee has applicable accrued leave or state programs provide subsidies. The California Workers' Compensation, State Disability Insurance (SDI) and Paid Family Leave (PFL) programs may, under certain circumstances, provide employees with partial salary replacement during periods of leave, but these statutes typically do not give employees the right to take additional leaves of absence.

Leaves of absence and related compensation programs are described briefly in the following pages. For more information or for leave request or medical certification forms, contact a Human Resources Specialist.

### **Family and Medical Leave**

Getty provides Family and Medical Leave in compliance with FMLA, CFRA, and any other applicable state law equivalent ("FMLA Leave"). Under Getty's FMLA and CFRA policy, an eligible employee may request up to the equivalent of 12 work weeks, based on the

employee's regular work schedule, of leave in a rolling 12-month period for the employee's own serious health condition; to care for or bond with the employee's child after birth, adoption, or foster care placement; or to care for the employee's spouse/eligible domestic partner, child, or parent with a serious health condition. Effective January 1, 2021, under the Getty's CFRA policy, an eligible employee may request up to the equivalent of 12 work weeks, based on the employee's regular work schedule, of leave in a rolling 12-month period to care for grandparents, grandchildren and siblings with a serious health condition.

Under the Military Caregiver guidelines this leave may extend up to the equivalent of 26 weeks, based on the employee's regular work schedule, in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin who is a covered military service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Note: References to "equivalent of 12 work weeks" will be calculated based on the employee's documented regular work schedule immediately preceding the leave or renewal. *E.g. if an employee is working a regular bi-weekly schedule of 76 hours, the "12 weeks" is interpreted to be a total of 456 hours; if the employee is working a regular work schedule of 25 hours per week, the "12 weeks" is interpreted to be 300 hours.* Questions concerning the length of available leave should be directed to a Human Resources Specialist.

Qualifying exigency leave is available for families of members of the National Guard and Reserves. An employee whose spouse, son, daughter or parent either has been notified of an impending call or ordered to active military duty or who is already on active duty may take up to the equivalent of 12 work weeks of unpaid leave, based on the employee's regular work schedule, for reasons related to or affected by the family member's call-up or service. The leave may commence as soon as the individual receives the call-up notice.

**Qualifying Exigencies Include:** Short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities.

When you apply for FMLA/CFRA leave, the amount of FMLA/CFRA leave you have taken during the past 12 months will be calculated to determine how much FMLA/CFRA leave time you have available. Leave time is prorated for employees who work fewer than 76 hours per pay period.

**Eligibility.** To qualify for FMLA/CFRA leave, you must: (1) have been employed by Getty for at least 12 months and; (2) have worked at least 1,250 hours (about 25 hours a week) during the 12 months immediately preceding when the leave begins or at the end of 12 months, if for the same health condition. When both married parents are employed by Getty and are eligible for FMLA/CFRA leave, each employee will be entitled to the equivalent of 12 weeks, based on the employee's regular work schedule, during any 12-month period when taken for the birth of a child, the placement of a child for adoption or foster care, or the illness of a child. The leave will be limited to a combined total of the equivalent of 26 weeks, based on the employee's regular work schedule, when the leave is taken to care for a covered injured or ill service member.

**Definition of Serious Health Condition.** "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or a period of incapacity requiring absence of more than **three calendar days** from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or any period of incapacity due to

pregnancy, or for prenatal care (for FMLA only, not CFRA); or any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or, any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis, etc.).

***Intermittent or Reduced Work Schedule.*** Family and Medical Leave for the serious health condition of an immediate family member or the employee may be taken intermittently or on a reduced work schedule. Unless otherwise required by law, intermittent leaves will be counted in increments of one-quarter hour or more and pay will be adjusted accordingly. Family and Medical Leave for the birth, adoption, or foster care placement of a child may be taken only within 12 months of the birth, adoption or foster care placement and only in two-week intervals except for up to two occasions for intervals of fewer than two weeks, unless Getty consents otherwise.

See ["Procedures for All Personal, Medical and Family-Related Leaves"](#) and ["Pay and Benefits"](#) below.

## **Pregnancy-Related Disability Leave**

An employee who is unable to work because of pregnancy, childbirth, or related medical conditions will be granted, upon approval, up to four months (17 1/3 weeks) of unpaid leave, as needed, for the period(s) of time she is actually disabled by pregnancy, childbirth, or related medical conditions. Leave time is prorated for employees who work fewer than 76 hours per pay period.

***Eligibility.*** Female employees are eligible for pregnancy-related disability leave from the first day of employment.

***Definition of Pregnancy-Related Disability.*** An employee is disabled by pregnancy, childbirth, or a related medical condition if, in the opinion of the employee's health care provider, she cannot work at all or cannot perform one or more of the essential functions of the job without undue risk to herself, to the successful completion of her pregnancy, or to other persons. An employee also is disabled if she is suffering from severe morning sickness or if she needs to take time off for prenatal care.

***Duration of Pregnancy-Related Disability Leave.*** An eligible employee may take up to four months (17 1/3 weeks) of unpaid leave for pregnancy-related disability in connection with any one pregnancy. Pregnancy-Related Disability Leave does not need to be taken in one continuous period of time, but can be taken intermittently on an as-needed basis. Unless otherwise required by law, intermittent leaves will be counted in increments of one-quarter hour or more, and pay will be adjusted accordingly.

***Temporary Transfer.*** A pregnant employee may request a transfer to an available less strenuous or hazardous position for the duration of her disability. The employee must provide certification from her physician that a transfer is medically advisable, the date on which the transfer became advisable, and the probable duration that the transfer is needed. Getty will transfer the employee if it can reasonably accommodate the transfer.

***Additional Newborn Care Leave.*** An employee who has taken Pregnancy Disability Leave and is no longer disabled by pregnancy or has exhausted available Pregnancy-Related

Disability Leave is, if eligible for CFRA leave, entitled to additional leave of up to the equivalent of 12 work weeks to care for her newborn child in accordance with CFRA. This newborn care leave must be completed within one year of the child's birth.

Employees who are not eligible for FMLA/CFRA leave are limited to a maximum of four months (17 1/3 weeks) for their pregnancy-related disability and are not entitled to leave for newborn care under this policy.

See ["Procedures for All Personal, Medical and Family-Related Leaves"](#) and ["Pay and Benefits"](#) below.

## **Lactation Room**

Getty recognizes the numerous health benefits of breastfeeding both to infants and mothers and wants to provide an environment that supports and encourages a mother's right to breastfeed and express breast milk after returning to work. A designated lactation room has been established to provide a comfortable and private location to express breast milk. Contact a Human Resources Specialist for additional information.

Upon an employee's request for lactation accommodation, Getty will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. If possible, the lactation break time should run concurrently with scheduled rest breaks and meal periods already provided to the employee. If the lactation break time cannot run concurrently with rest and meal periods already provided or additional time is needed for the employee, the lactation break time will be unpaid. Where unpaid breaks or additional time are required, the employee should work with their supervisor or Human Resources regarding scheduling and reporting the extra break time as unpaid.

Exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

An employee may request a lactation accommodation by contacting a Human Resources Specialist. Getty maintains records of requests for lactation accommodation for a minimum of three years from the date of the request. You may reasonably request the right to inspect or copy these records pursuant to the terms of the California Labor Code.

An Employee has the right to file a complaint with the California Labor Commissioner for any violation of their rights under the California Labor Code relating to a request for lactation accommodation. No employee will be retaliated against for requesting or using a lactation accommodation. If any employee believes they are being retaliated against for requesting or using a lactation accommodation, please contact a Human Resources Specialist immediately to report the issue.

## **Workers' Compensation**

If you are injured at work, report it immediately to your supervisor, regardless of how minor the injuries. You may obtain workers' compensation forms from the Risk Management Department or your program's workers' compensation coordinator. The Risk Management Department can also provide additional information or assistance with completing the paperwork.

If you are injured on the job and cannot return to work due to the injury, you may be eligible to receive regular pay (not charged against your sick pay benefits) for the first three full days of August 2021

absence. After that, you may be eligible to receive workers' compensation benefits as approved by the insurance carrier. If you are hospitalized due to an on-the-job injury or illness and are eligible to receive workers' compensation benefits, these benefits will begin on the first day of hospitalization.

To request that vacation, personal days, or sick pay be used to make up the difference between workers' compensation benefits and your regular pay, you must submit the form *Request to Use Vacation or Sick Days to Supplement Workers' Compensation Benefits*. This form may be obtained from Risk Management. Any other leaves, for which you may be eligible, such as FMLA, run concurrently with workers' compensation leave. See the ["Leaves of Absence"](#) section for information about the length of a leave.

Workers' compensation fraud is a felony. Getty will not tolerate workers' compensation fraud. Any employee found guilty of such conduct may be subject to fines, imprisonment, and of course, termination.

## **Non-FMLA Medical Leave**

A non-FMLA medical leave may be approved for an employee who is unable to work due to their own serious health condition (non-pregnancy related) or to care for an eligible sick-dependent with a serious health condition when other medical leaves do not apply or for which the employee is ineligible. Eligible sick-dependent for purposes of this policy includes the employee's spouse/eligible domestic partner, child, or parent.

Regular employees, limited-term employees, professional fellows and research assistants who are regularly scheduled to work at least 30 hours per week are eligible to apply for a non-FMLA medical leave of absence. Temporary employees are not eligible. An eligible employee may be granted an unpaid non-FMLA medical leave of up to the equivalent of 12 work weeks.

See ["Procedures for All Personal, Medical and Family-Related Leaves"](#) and ["Pay and Benefits"](#) below.

## **Additional Accommodated Medical Leave**

If an employee exhausts the Family and Medical Leave/California Family Rights Act Leave, Pregnancy-Related Disability, Worker's Compensation and/or Non-FMLA medical leave to which he or she is entitled, the employee may request additional leave as an accommodation under the Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA).

Leaves as a reasonable accommodation under ADA/FEHA are not automatic. Accommodated medical leaves are intended to allow the employee unpaid time off that will foster a return to work in the foreseeable future where other reasonable accommodations are unavailable.

Getty does not grant indefinite leaves of absence.

See ["Procedures for All Personal, Medical and Family-Related Leaves"](#) and ["Pay and Benefits."](#)

## **Personal Leave**

A personal leave is an absence of more than five days for a reason not covered by the above leaves of absence and is reserved for exigent circumstances. The granting of a personal leave is not guaranteed and is subject to advance approval by your supervisor and Human Resources. Requests for such leaves will be evaluated on the basis of a variety of factors as well as operational considerations including but not limited to the purpose for which the leave is requested, the employee's performance, position, responsibility level and the expected impact of the leave on the department/program. Regular employees who are regularly scheduled to

work at least 30 hours per week are eligible to apply for a personal leave of absence. Temporary employees, limited-term employees, professional fellows and research assistants are not eligible for personal leave. An eligible employee may be granted a personal leave up to the equivalent of 12 work weeks.

See [“Procedures for All Personal, Medical and Family-Related Leaves”](#) and [“Pay and Benefits.”](#)

## **Procedures for All Personal, Medical and Family-Related Leaves**

**Requesting Leave.** If the need for a leave is foreseeable, you must give your supervisor at least 30 days advance written notice or as much notice as possible. If you are unable to report to work because of an unexpected illness or emergency, your supervisor must be notified directly before the start of your scheduled work time.

You must complete a *Request for Leave of Absence* form and have it approved by your supervisor and Human Resources Specialist prior to the beginning of the leave or as soon as possible thereafter. If your absence is expected to extend beyond the approved time period, you must notify your supervisor in writing and apply for an extension before the leave expires.

You must complete a *Military Kin Leave Request* form as well as provide proof of the qualifying family member’s call-up or active military service when requesting a qualifying exigency leave.

Getty requires documentation sufficient at its discretion to justify the employee’s need for a Personal leave.

**Medical Certification.** When an employee seeks a leave for the serious health condition of the employee or family member, the employee must submit certification by a physician (1) that the employee or family member has a serious health condition meeting the requirements of the FMLA/CFRA; (2) the date on which the condition started or will start; and (3) the probable duration of the condition; and (4) if caring for a family member, the times or regimen the employee is needed to provide care.

When an employee seeks a leave to care for an ill or injured covered service member, the employee must provide certification by an appropriate DOD, VA or Tricare health care provider of the family member or next-of-kin’s injury, recovery or need for care. When an employee seeks a Pregnancy-Related Disability Leave, the employee must submit certification by a physician that (1) the employee is or will be disabled by pregnancy, childbirth, or a related medical condition; (2) the date on which the disability started or will start; and (3) the probable duration of the disability. Recertification will be required if the original estimate of the period of the leave expires and may be requested in other circumstances.

When an employee seeks Medical Leave as an accommodation, the employee and treating physician must complete an “Interactive Process Questionnaire.” In order to fully evaluate your leave request, your treating physician must indicate on the form what major life activities are limited and offer suggestions, if any, for the type of accommodation(s) that would allow you to perform the essential functions of your position and return to work.

Getty also may request additional information certifying the need for the leave. Under certain circumstances, Getty may select and pay another physician to furnish a second or third opinion as to an employee’s own serious health condition.

Contact a Human Resources Specialist for more information.

**During the Leave.** During a leave, you must inform your supervisor at least once a month of your status and your intention to return to work. You also must inform your supervisor of your intention to return to work at least one week before the end of your leave.

**Return to Work.** In most cases, an employee who takes FMLA, CFRA or Pregnancy-Related Disability Leave will be able to return to his or her previous position or to an equivalent position at the end of the leave. If an employee's job is eliminated for reasons unconnected to the leave, the employee's leave may be terminated and the employee will have no right to reinstatement.

Getty does not guarantee that an employee who takes Medical Leave as an accommodation, Non-FMLA Medical Leave or Personal Leave will be reinstated to his or her previous position or that any job will be available to the employee during or after a Medical Leave provided as an accommodation, Non-FMLA Medical Leave or Personal Leave. If the employee returns from leave on or before the expiration of an approved leave which was for the employee's own condition or disability and the employee presents a "fitness-for-duty" report from a physician, the employee will be returned to his or her position if it is still available at that time. If the employee's position is not available or the employee cannot perform the essential functions of the existing position with or without a reasonable accommodation, Getty will assist the employee in looking for an existing position for which the employee is qualified.

The employee may also apply for any other available position for which the employee is qualified. If an employee does not report to work on the first working day immediately following the leave (or obtain specific authorization to delay return), Getty will assume that the employee has voluntarily resigned.

**Medical Release for Return to Work.** If an employee takes leave for his or her own serious health condition or for her pregnancy-related disability, the employee must obtain and present a "fitness-for-duty" report from a physician before returning to work. If there are restrictions on your return to work, your physician should provide information regarding the nature and duration of those restrictions sufficient to permit Getty to determine, in advance of your return, whether any accommodation is required and to assess alternative potential accommodations.

Please see ["Workplace Accommodations for Employees with Disabilities."](#)

**Failure to Follow Procedures.** Employees seeking leave, on leave, and seeking to return from leave must comply with the procedures above. Failure to comply with these procedures may result in the delay or denial of a leave, denial of the extension of a leave, delay of return to work, delay or denial of requested accommodations, and/or termination of employment.

## **Pay and Benefits for All Personal, Medical and Family-Related Leaves**

**Pay.** All Personal, Medical and Family-related leaves are unpaid except to the extent that the employee has accrued applicable vacation, personal or sick time. Employees who have accrued vacation, personal or sick hours are required to use those hours as appropriate, except for pregnancy disability leave where employees are only required to use accrued sick time. Employees on a personal leave are required to use available vacation and personal hours and are not eligible to use sick hours. Where applicable, employees may also receive payments under California Workers' Compensation, State Disability Insurance (SDI) or Paid Family Leave (PFL) programs. The use of paid leave time, SDI or PFL does not extend the leave time available to an employee; it results only in compensation for what would otherwise be unpaid leave time.

**Vacation, Personal and Sick Time.** Employees on leave of absence do not accrue additional vacation, personal, or sick time. These benefits begin to accrue again when you return to work.

Employees on an intermittent leave of absence do not accrue additional vacation, personal or sick time for any hours used as part of the approved intermittent leave of absence. Employees approved to work reduced work schedules may be placed on part-time status and leave accruals adjusted accordingly.

***Paid Holidays.*** Employees on an unpaid leave of absence are not eligible for holiday pay for holidays that are observed during the period they are on a leave of absence.

***Health, Life, and Accidental Death and Dismemberment (AD&D) Insurance.*** Getty group insurance continues throughout approved FMLA, CFRA, PDL, Worker's Compensation, Non-FMLA medical leave and Personal leaves of absence. Employee contributions toward this coverage continue to be deducted from gross pay, but employees on unpaid leave of absence must pay the required contribution *on time* in order to continue that coverage. Failure to make these payments may result in termination of insurance coverage. An employee who does not return to Getty at the end of an approved leave for any reason or who terminates employment within 2 pay periods after returning to work is required to reimburse Getty for the portion of insurance premiums paid for them by Getty during any unpaid leave.

If an employee is placed on a Medical Leave as an accommodation after exhausting available FMLA, PDL, Worker's Compensation and Non-FMLA medical leave time, Getty group health insurance benefits may continue under COBRA.

***Flexible Spending Account and Employee Investment Program.*** FSA and EIP deductions continue as long as you receive a paycheck from Getty. If you are on an unpaid leave, your participation in these plans will be affected. For information, contact Human Resources Benefits by e-mail at [HR@getty.edu](mailto:HR@getty.edu) or call extension 6523.

## **State Disability Insurance (SDI)**

If you must take time off because you have a non-work-related illness or injury, you may be eligible for State Disability Insurance (SDI) payments from the State Disability Insurance Program (<http://www.edd.ca.gov/disability>). SDI benefits provide partial wage replacement during periods of absence but do not provide the right to any leave in addition to that for which you are otherwise eligible. An individual's SDI benefit is calculated by the Employment Development Department. It is the employee's responsibility to apply for SDI benefits.

SDI benefits are subject to a one-week (7 calendar days) waiting period. Employees who have provided necessary medical certification must use accrued sick leave (or vacation time) before receiving SDI benefits.

Whenever an employee requests a leave for a non-work-related illness or injury requiring absence, Getty will assume that the employee is applying for SDI benefits and, upon receipt of medical certification, apply available sick time to the leave. If an employee is on an approved leave other than a pregnancy disability leave, Getty will also apply vacation or personal time to supplement SDI benefits. If you are taking a pregnancy disability leave and want vacation or personal time applied, you must notify a Human Resources Specialist in writing. If you are eligible for SDI but fail to apply, you will receive only the sick pay benefits that you would have received if you had collected SDI benefits.

You may obtain SDI forms from a Human Resources Specialist or you may apply for SDI online at [http://www.edd.ca.gov/Disability/SDI\\_Online.htm](http://www.edd.ca.gov/Disability/SDI_Online.htm).

If an employee is on an approved intermittent leave of absence, it is **not** necessary to apply for SDI benefits. If an employee is on an intermittent leave other than a pregnancy disability intermittent leave, sick, vacation or personal time will be applied to the leave. If the intermittent leave is due to pregnancy disability and you want vacation or personal time applied, you must

notify a Human Resources Specialist in writing.

## **Paid Family Leave Benefits**

If you take time off (a) to care for a seriously ill child, spouse/eligible domestic partner, sibling, grandparent, grandchild or parent, or (b) to bond with a new child due to birth, adoption or foster care placement, you may be eligible for up to eight weeks of paid family leave benefits (PFL) from the State Disability Insurance Program. PFL benefits provide partial wage replacement during periods of absence but do *not* provide the right to any leave in addition to that for which you are otherwise eligible. It is the employee's responsibility to apply for PFL benefits.

Whenever an employee requests a leave to care for a seriously ill child, spouse/eligible domestic partner, or parent, or to bond with a new child due to birth, adoption or foster care placement, Getty will assume that the employee is applying for PFL benefits and will supplement them with the appropriate accrued time. If you are eligible for PFL benefits but fail to apply, you will receive only the pay from Getty for the benefits that you would have received if you had collected PFL benefits.

You may obtain PFL forms from a Human Resources Specialist or you may apply online at [http://www.edd.ca.gov/Disability/SDI\\_Online.htm](http://www.edd.ca.gov/Disability/SDI_Online.htm).

If an employee is on an approved intermittent leave of absence to care for a seriously ill child, spouse/eligible domestic partner, sibling, grandparent, grandchild or parent, or to bond with a new child due to birth, adoption or foster care placement, it is **not** necessary to apply for PFL benefits. Getty will apply the appropriate accrued time (sick, vacation or personal) to the leave.

## **Military Leave**

Getty supports service by employees in the military reserves and National Guard in accordance with the provisions of applicable federal and state laws.

**Eligibility.** All employees are eligible for a leave of absence to fulfill reserve or National Guard obligations.

**Duration.** The length of a military leave is based on official orders, allowing sufficient travel time. In most cases, a member of the reserves or National Guard must report for a two-week annual training period and one weekend per month.

**Request for a Military Leave.** You are expected to give timely notice of all regularly scheduled training and other military obligations. To apply for a military leave, obtain a *Leave of Absence Request* form from a Human Resources Specialist or at [www.gettyhr.com](http://www.gettyhr.com). Complete the form and attach a copy of your military orders, if available, or a written confirmation of your military service commitment from your commanding officer. If neither is available, you should provide an appropriate military telephone contact so that the leave dates can be officially verified.

**Pay During the Leave.** For the first 15 working days of military leave per year (in a rolling 12-month period,) Getty will pay the difference between your regular pay and your military pay after you submit a copy of your military pay voucher.

Employees directed to participate in extended military duties that exceed the two-week training period will be placed on Military Leave. If you are called to active duty, Getty will pay the difference between your regular pay and your military pay for a combined period of 30 days after you submit a copy of your military pay voucher. After that, you will be placed on unpaid

military leave.

**Benefits.** You will accrue vacation, personal and sick pay and your group insurance benefits will continue during your reserve and National Guard obligations except when this obligation exceeds the two-week period. If you are directed to participate in extended military duties that exceed the two-week period, you should contact Human Resources Benefits for information about health care coverage continuation for you and your dependents.

**Return to Work.** In most cases, you will be returned to your regular job following a reserve or National Guard military obligation. If there is a general call-up, Getty will comply with all legal requirements regarding reinstatement. Please contact a Human Resources Specialist for further information.

## Leave for Families of Those Serving in the Military

Employees who have a spouse in the military may be eligible for up to ten days of unpaid time off when that person is on leave from active deployment during a period of military conflict if the employee is ineligible for the FMLA Military Leave provisions. Eligible employees may apply available vacation or personal leave to such absences. Taking a Leave of Absence may have an effect on your benefits.

**Eligibility.** Full-time and part-time regular employees regularly scheduled to work a minimum of 20 hours per week are eligible.

**Request for a Military Spouse Leave.** To request time off under this policy, you must notify your supervisor about your intent to take time off within two business days of receiving official notice about your spouse's leave. You should complete a [Military Family/Spouse Leave Request](#) form and submit documents to certify that your spouse will be on leave from deployment during the period of time off requested.

## Volunteer Emergency Duty

Employees who perform duty as a volunteer firefighter, reserve peace officer or emergency rescue personnel may be eligible for unpaid time off to perform emergency duties and up to 14 days per calendar year of unpaid time off to participate in related training. Employees who serve as volunteer members of the California Wing of the Civil Air Patrol may be eligible for up to 10 days of unpaid leave to respond to an emergency operational mission. You are expected to give timely notice of all regularly scheduled training and as much notice as reasonable possible of other emergency response obligations.

## Jury and Witness Duty

Getty considers participation in our judicial system to be a responsibility of good citizenship. We encourage you to serve when summoned.

**Jury Duty Eligibility.** Full-time and part-time regular employees may receive paid time off for jury duty regardless of the length of jury service required. Limited-term employees, professional fellows and research assistants may receive paid time off for a maximum of 15 days. Temporary employees may receive unpaid time off.

**Witness Duty Eligibility and Pay.** Employees who are summoned to serve as a witness, but not as the party, in a court action will be granted up to 15 days off to attend such proceedings. Affected employees may apply available vacation or personal leave to such absences. If accrued time is not available the absence is unpaid.

***Request for a Leave and Pay While on Jury Duty.*** To request time off, you must submit a copy of the court summons to your supervisor. If you are excused from court, you should return to work if you will be able to work at least two hours. Once your jury or witness duty is completed, you must submit to your supervisor documentation from the court verifying the time spent in court. You may keep any remittance from the court such as travel allowance or per diem pay. Pay while on jury duty does not include overtime, shift differential, or any other special payments.

## **Alcohol and Drug Rehabilitation Leave**

Getty wishes to assist employees who recognize that they have a problem with alcohol or drugs that may interfere with their ability to perform their job in a satisfactory manner. Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid time off to participate in the program unless it would result in an undue hardship to provide the time off. If an employee requests time off to participate in such a program, Getty will also make reasonable efforts to keep the fact that the employee enrolled in the program confidential.

Alcohol and drug rehabilitation leaves are subject to the same rules and provisions related to pay and benefits as outlined for medical leave of absence.

## **Leave for Crime Victims**

An employee who is the victim of a crime or abuse or whose immediate family member is deceased as the direct result of a crime will be given time off to obtain related medical attention or counseling, to seek court relief, or to obtain other assistance to help ensure the health, safety, or welfare of the employee or his or her child. Employees must provide their supervisors with reasonable advance notice of the need for such time off, unless advance notice is not feasible. Employees also must provide satisfactory documentation, such as a police report, court order or documentation from a licensed health care provider, domestic violence counselor, sexual assault counselor, or victim advocate of the need for such leave to their supervisors or Human Resources.

An employee who is the victim of domestic violence, sexual assault or stalking may request a reasonable accommodation(s) to ensure their safety while at work. Notify your supervisor or a Human Resources Specialist if you require a reasonable accommodation. Accommodations may include but are not limited to a modified work schedule, transfer to a different work site, different work station, or a different phone extension.

An employee who is the victim of a violent or serious felony or one involving theft or embezzlement, or whose immediate family member is the victim of such a felony, will be given time off to attend judicial proceedings related to that crime. Employees should provide their supervisors with reasonable advance notice, normally in the form of a court notice of the hearing, unless advance notice is not feasible. Employees must also provide satisfactory documentation of the need for such leave to their supervisors or Human Resources.

Affected employees may apply available vacation or personal leave to such absences. Under appropriate circumstances, sick pay or dependent sick pay may also be applied.

## **Organ and Bone Marrow Donation Leave**

An eligible employee may request a paid leave of absence of up to 30 business days, plus an additional 30 business days of unpaid leave, in a one-year period, to donate an organ to another person. The one-year period is 12 consecutive months, measured from the date the

employee's leave begins.

An eligible employee may request a paid leave of absence up to five days in a one-year period to donate bone marrow. The one-year period is 12 consecutive months, measured from the date the employee's leave begins.

**Eligibility.** All employees who have been employed by Getty for at least 90 days immediately preceding the beginning of the leave are eligible.

**Pay and Benefits.** You will be required to use up to two weeks of accrued sick, vacation or personal time for leave under this policy for organ donations and up to five days of accrued time for leave to donate bone marrow.

If eligible, you will continue to accrue vacation, personal and sick time during your leave. Group insurance benefits continue while on an approved leave. Employee contributions toward this coverage continue to be deducted from gross pay, in the same manner as an actively employed person.

To request time off under this policy, you must complete the *Request for a Leave of Absence* form and provide written certification that you are a bone marrow or organ donor and that the procedure is medically necessary. Leave taken to donate an organ or bone marrow does not run concurrently with leave under the FMLA or the CFRA.

## Time Off for Voting

If circumstances prevent you from voting during non-working hours, you may be given up to two hours paid time off to vote. However, you must give your supervisor at least two workdays' notice in order to receive approval.

## Election Day Poll Worker Leave

Full-time and part-time regular employees may receive one day of paid time off to serve as an official poll worker. You must give reasonable notice of your intention to serve as a poll worker and obtain your Supervisor's advance approval. Pay will be based on regularly scheduled hours and you may be required to furnish satisfactory proof of your service.

## Bereavement Leave

If a relative dies, you may request time off with pay for up to five days. Temporary employees may be granted unpaid time off in these instances. You may be asked to provide verification for your request. A relative is defined as a current spouse/eligible domestic partner, parent, child, brother, sister, grandparents, grandchildren, current mother-in-law or current father-in-law.

## Sabbatical Leave Policy

**Purpose.** Getty's sabbatical leave program is intended to encourage and support scholarly work that directly benefits the fields Getty serves. Leaves are expected to focus on work in areas that directly contribute to Getty's core program goals. Participation in this program is expected to enrich the participant, Getty and the fields Getty serves.

**Policy.** A sabbatical leave of absence is generally a fully paid leave approved for a specified duration. Generally, a leave is approved for a period of one to three months. In unusual circumstances and with the approval of the President, a leave may exceed three months.

While on a sabbatical leave, the individual is a constant representative of Getty and is expected to conduct themselves in accord with Getty's Policy Against Discriminatory

Harassment.

**Eligibility.** A sabbatical leave is approved and provided solely at the discretion of Getty. It is not an entitlement to employees or an obligation of Getty. To be eligible to apply for a sabbatical leave, an individual must be a full-time employee in good standing who holds a scholarly, academic-related position. In addition, prior to the start of a sabbatical leave, the employee must have completed five years of continuous service or five years of continuous service since completing the last sabbatical leave. The President, at their sole discretion may, from time to time, grant a sabbatical leave to an individual for a specialized project or course of study.

**Conditions.** Leaves must be approved in advance *and may be taken only if adequate funds are available and operational conditions permit.*

It is expected that an employee who takes a sabbatical leave, will return to work at Getty for a period at least equal to the period of the leave. When a sabbatical leave is completed, the employee can generally expect to return to the position he or she occupied when the leave began. In certain circumstances, it may be determined and communicated in advance of the leave that such a guarantee is not possible or appropriate.

There is no guarantee that reimbursement for expenses related to a sabbatical leave will be approved. Any expenses eligible for reimbursement must be agreed to in writing in advance of the leave and comply with Getty's reimbursement policy and procedures.

Any compensation including fees, payments or honoraria received while on a paid sabbatical leave should be declined or turned over to Getty.

Within two months of completion of a leave or a portion of a sabbatical leave, an employee may be asked to submit a written report to the program director describing the work accomplished. The employee may also be required to make a presentation and/or complete an assignment related to the work accomplished during the leave.

**Applications and Approval.** Eligible employees may apply for sabbatical leaves of absence according to the guidelines stated below. If funds are requested for partial or full reimbursement of expenses, a detailed outline of any expenses proposed for reimbursement (e.g., travel, tuition, fees, books, research materials, etc.) must be included with the application.

Approval of reimbursement is not guaranteed, and an employee may be required to pay part or all of the expenses related to a sabbatical leave. Expenses that have been approved in advance are reimbursed only when properly documented and submitted according to Getty policy.

An individual who wishes to apply for a sabbatical leave must submit an application to his or her supervisor according to the time period set by their program. Once approved by the supervisor, the program administrative department and the director will review the application. After approval by program administration and the director, the request will be reviewed by Human Resources for consistency and compliance with Getty policy. Finally, the President reviews and may approve the application based on the merits of the request.

Although most sabbaticals should be planned and budgeted for in advance, there may be situations such as grant opportunities, optimum periods for research, and unexpected invitations that call for unplanned sabbaticals.

An eligible employee who wishes to apply for a sabbatical leave must prepare and submit a written application that includes:

- a statement of the objectives of the sabbatical, a detailed description of the proposed research or sabbatical project to be undertaken, and a discussion of how it relates to the development needs of the applicant and how it will enrich Getty and the fields Getty serves.
- an explanation of the total time requested for the sabbatical and the time increments, if applicable.
- a detailed outline of expenses, if reimbursement is being requested.
- a statement of the probable impact on the employee's area of responsibility.

**Pay and Benefits.** During a sabbatical leave, an employee normally receives full salary and group insurance benefits, but does not accrue additional sick, vacation or personal leave. An employee on sabbatical leave during the annual salary increase program is not eligible to receive a salary increase until he/she returns from the leave.

## **Community Service Mission and Request for Leave**

The Community Service Team cultivates new ideas for building our community within Getty and serving the greater Los Angeles community. We are fueled by the ambition to raise awareness of community service projects at Getty and encourage staff involvement in new endeavors.

An eligible employee may request a leave of up to three months to work full-time at a non-profit institution that is engaged in charitable activities. The institution may be of any size. Up to three fully paid leaves per year may be awarded Getty-wide. All full-time regular employees in good standing are eligible to apply. Employees on a community service leave of absence do not accrue additional vacation, personal, or sick time. These benefits begin to accrue again when you return to work. An employee on a community service leave during the annual salary increase program is not eligible to receive a salary increase until he/she returns from the leave. Contact a Human Resources Specialist for details and an application.

## **Family/School Time Off**

Any employee of Getty who is a parent, guardian, or grandparent with custody of a child in kindergarten or grades 1 to 12 is entitled to take up to 40 hours off each school year to participate in activities of the child's school or licensed child day care facility. You must give reasonable notice of the absence and obtain your supervisor's advance approval. You may not take more than one workday off in any calendar month of the school year for this purpose. If Getty employs both parents, the parent who first requests an absence will be allowed to take the time off. You may be required to furnish documentation of your participation from the school. Employees who have accrued vacation or personal hours are required to use those hours as appropriate otherwise the time off is unpaid.

Any employee of Getty who is a parent or guardian of a child suspended from school is entitled to take time off if the school has asked the parent or guardian to appear at the school after the child was suspended. You must give reasonable advance notice of the absence to your supervisor. Employees who have accrued vacation or personal hours are required to use those hours as appropriate otherwise the time off is unpaid.

## **Literacy Education**

Getty wishes to assist employees who require time off to attend an adult literacy education

program. Any employee who needs time off to attend such a program should notify their supervisor or Human Resources Specialist. Getty will attempt to make reasonable accommodations for you by providing unpaid time off unless it would cause an undue hardship to do so.

## **Workplace Policies**

### **Attendance and Punctuality**

Each department and the entire organization depend on regular attendance and punctuality to run smoothly. If you are going to be late, you should contact your supervisor ahead of time or as soon as possible if prior notice is impossible. If you are unable to report to work because of illness or an emergency, you must notify your supervisor directly before the start of your scheduled work time on the first day and each subsequent day of your absence. If prior notice is impossible, you should contact your supervisor as soon as it is possible to do so. Requirements for attendance and advance notification of absences or lateness may vary based on the operational needs of your department.

If you are absent for three days and have failed to contact your supervisor during that period, you will be deemed to have resigned voluntarily. Excessive absences or tardiness can also lead to disciplinary action, up to and including immediate termination.

### **Employee Work Apparel/Appearance**

Departments have different operational needs and requirements regarding an employee's dress and appearance. Staff who regularly work with the public may be required to follow work apparel and appearance guidelines to present a professional and well-groomed appearance. Guidelines for uniforms, street apparel, and appearance that conform to Getty standards will be provided to staff who are required to follow the standards. Staff who do not comply with the standards set by their department and Getty may be subject to disciplinary action up to and including termination.

### **Conflict Resolution Policy**

It is Getty's intention to foster a healthy, responsive work environment. However, in any work situation, employment problems may occur—misunderstandings or disputes regarding conditions of employment, job duties, work performance, work relationships, management decisions, or even possible misconduct.

Getty places great confidence in your ability to satisfactorily resolve most of these conflicts by working with your immediate supervisor. For problems requiring further attention, Getty offers alternatives, both formal and informal, based on the following premises:

- Getty will make every effort to maintain open lines of communication between employees and management and expects the same from its employees.
- The supervisor-employee relationship is critical to successful work performance and will be important in the resolution of problems.
- Your standing with Getty will not be jeopardized in any way by the appropriate use of the conflict resolution procedure.

These conflict resolution processes cannot be used to challenge performance reviews, terminations resulting from reductions in force, or Getty's benefits, written policies, procedures, and handbook.

There are two mechanisms for dealing with work-related problems: informal problem solving and formal problem review. The steps are as follows:

**Informal Problem Solving.** Whenever possible and appropriate, you should discuss and attempt to resolve conflicts with your immediate and next-level supervisor. Most problems will be solved satisfactorily at this level. In cases where you feel it is necessary to address a problem with someone not directly involved, you are encouraged to contact a Human Resources Specialist for assistance.

**Formal Problem Review.** If you cannot reach a mutually satisfactory conclusion through informal means, you may initiate a formal problem review. The steps are as follows:

1. Within 10 working days of the date of the incident or problem, you must prepare a written summary of the problem and submit it to the next-level supervisor or a management representative. The management representative will meet with you to hear your concerns. In most cases, you will receive a response within 10 working days of receipt of your written summary.
2. If you remain dissatisfied with the results, you may, within 10 working days of your receipt of the response, request a meeting with the Director of Human Resources, who will review the case with your management. The Director of Human Resources will make the final determination.

## **Law, Ethics and Professional Conduct**

Getty expects all employees to conduct themselves consistently with the organization's own high ethical standards and with the ethical standards of their disciplines. Our commitment to ethical and professional standards is the foundation of Getty's success and stature as a leader within the cultural community. Employees of Getty are also expected to commit themselves to full compliance with all applicable laws.

The desire to achieve organizational or personal objectives will not excuse unethical, illegal or wrongful activity, conflict of interest, or deviation from critical Getty policies. If Getty determines that an employee has engaged in any such activity, Getty will take whatever action it considers appropriate, up to and including termination.

## **Code of Ethics**

The work of Getty is administered and conducted by Trustees, officers, staff, and volunteers, all committed to serving the public interest. As a nonprofit institution, Getty complies with applicable local, state, and federal laws and international conventions, as well as with legal standards governing trust responsibilities. Getty, and those responsible for it, strives to maintain the institution's integrity so as to warrant public confidence, acting legally and ethically. This Statement on Ethics, therefore, outlines practices that frequently exceed minimal legal standards.

By adopting this statement on ethics, the Trustees seek to ensure that all those who work for, or on behalf of, Getty both understand and support its mission and public trust responsibilities.

**Loyalty.** Loyalty to Getty's mission is essential to all who work at Getty, whether volunteer or paid. The duty of loyalty must never be compromised. No individual may use a position at Getty for personal gain or to benefit another at the expense of Getty, its mission or its reputation. Getty has Trustee and staff policies on conflicts of interest, and related procedures for addressing actual, potential, or perceived conflicts. All members of Getty community are expected to comply with applicable conflict of interest policies.

**Governance.** The affairs of Getty are conducted by, or under the oversight of, the Board of

Trustees. The Trustees hold the staff accountable for maintaining the highest standards of practices and participate in decision-making processes with respect to them, including the development and regular review of collection, program and financial policies.

**Collections.** Some of Getty's programs seek to assist in the protection and preservation of the world's cultural heritage in diverse places. Others, particularly the Museum and the Research Institute, own and care for objects representing the world's cultural heritage. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal.

Thus the Trust strives to ensure that its collections:

- support its mission and public trust responsibilities;
- are lawfully held, protected, secure, unencumbered, cared for, and preserved; and,
- are accounted for and documented.

The Trust further strives to:

- ensure that access to the collections and related information is permitted and appropriately regulated;
- that acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of cultural resources and discourages illicit trade in such materials;
- that acquisition, disposal, and loan activities conform to its mission and public trust responsibilities;
- that any sale or trade of collections is solely for the acquisition or direct care of collections;
- that the unique nature of funerary and sacred objects is recognized as the basis of all decisions concerning such collections;
- that collections-related activities promote the public good rather than individual financial gain; and
- that competing claims of ownership that may be asserted in connection with objects in its custody are handled openly, seriously, responsively and with respect for the dignity of all parties involved.

**Programs.** Getty serves society by advancing an understanding and appreciation of cultural heritage through exhibitions, research, conservation, scholarship, grants, publications, and educational activities. These programs further the Trust's mission and are responsive to the concerns, interests, and needs of society, founded on scholarship and marked by intellectual integrity, accessible to and encourage participation of the widest possible audience, respect pluralistic values, traditions, and concerns, and promote the public good rather than individual financial gain.

**Revenue Generating Activities.** Activities that may produce revenues and those involving relationships with external entities must be compatible with Getty's mission and support its public trust responsibilities.

**Implementation and Orientation.** New Trustees and staff members are provided with copies of policies relating to ethics and standards of practice and are asked to review these materials as part of their orientation. Trustees and senior employees file annual disclosures of potential conflicts; the Audit Committee of the Board of Trustees receives an annual report regarding any circumstances that might give rise to an appearance, or question, concerning a conflict of interest.

## Workplace Complaints

### ***Procedure for Handling Complaints and Concerns about Financial Matters***

Getty strives to conduct all of its activities and operations in accordance not only with applicable law but also the highest ethical standards. Adherence to this goal is imperative in connection with the preparation of Getty's financial statements, its tax returns and other public reports. The Audit Committee of Getty's Board of Trustees has adopted procedures for handling complaints and concerns to assist Getty in meeting its legal and ethical obligations in connection with its accounting and auditing practices.

The Audit Committee relies on Getty's officers and employees, including the General Counsel and Getty's independent accountants for information about Getty's accounting, internal accounting controls and auditing matter. Because the Audit Committee is so dependent upon the information provided to it by Getty's officers and employees, it is important for the Audit Committee to cultivate open and effective channels of communication through which concerns and complaints regarding Accounting Matters may be reported.

Accordingly, Getty's Audit Committee has established these procedures for:

- The receipt, retention and treatment of complaints received by Getty regarding Accounting Matters; and
- The confidential, anonymous submission by officers and employees of Getty of concerns regarding questionable Accounting Matters.

### ***Procedure for Handling Other Complaints and Concerns***

Getty has special procedures for reporting complaints and concerns about financial matters. For other workplace concerns, refer to the [Policy Against Discriminatory Harassment](#) and the [Conflict Resolution Policy](#) within this handbook or contact a Human Resources Specialist to request copies.

In addition, Getty has contracted with an independent organization to provide employees with a confidential telephone and online reporting system for reporting workplace concerns. Additional information regarding this service can be found on the [Ethics Point](#) page on [GO](#).

## Outside Board Service Policy

Under certain circumstances, as described below, Getty staff may serve on outside boards (compensated or uncompensated). Outside board service may not compromise or interfere with the staff member's job duties, create a perceived or actual conflict of interest, or adversely affect Getty's name or reputation.

Prior to agreeing to join a board, staff members must complete and have his or her supervisor approve a Request to Serve on Outside Board form located at [http://www.getty.edu/about/governance/pdfs/outside\\_board\\_req.pdf](http://www.getty.edu/about/governance/pdfs/outside_board_req.pdf). The supervisor must forward to the Office of General Counsel a copy of the approved form.

Staff members wishing to serve on an outside board on Getty time, on Getty premises, or using Getty funds, resources or materials, must first submit a completed Request to Serve on Outside Board form located at [http://www.getty.edu/about/governance/pdfs/outside\\_board\\_req.pdf](http://www.getty.edu/about/governance/pdfs/outside_board_req.pdf) to his or her supervisor **and** to the Trust Officer or Program Director up to whom he or she reports, **requesting that both approve the Board service as "Getty-supported."**

When determining whether board service is "Getty-supported," supervisors, Trust Officers and Program Directors should follow the following guidelines:  
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1. The outside organization must be a tax exempt organization or its foreign equivalent;
2. The outside organization's purposes should be consistent with Getty's mission, or will enhance the employee's ability to serve Getty;
3. The outside board service should complement the employee's job duties;
4. The outside board service will not compromise or interfere with the employee's regular work for Getty; and
5. The employee should seek from the outside organization available reimbursement for any travel or other business expenses incurred from his or her board service. If the outside organization does not fully cover travel and/or other business expenses incurred, Getty may reimburse the additional expenses in accordance with Getty's business expense policies. The employee is responsible for seeking reimbursement from the outside organization and for disclosing the outside reimbursement in an attachment to any Getty expense report associated with the board service.

Any supervisor, Trust Officer or Program Director approving a request for board service must be prepared to justify such approval to the President and the General Counsel. For-profit board service requires the prior approval of the Trust President, and shall not be deemed "Getty-supported." All for-profit and "Getty-supported" board service must be disclosed annually and is subject to review by the Audit Committee of the Board of Trustees.

No Getty approval is necessary for service on boards of community activities such as religious organizations, schools, scouting, sports teams, community service clubs or homeowner associations, provided that such service does not compromise or interfere with the staff member's job duties, does not create a perceived or actual conflict of interest, and does not adversely affect Getty's name or reputation. Such service may not be done on Getty time, on Getty premises, or using Getty's resources or materials. Any questions about whether a particular board is excluded from this policy or if service on a certain board creates a perceived or actual conflict of interest should be discussed with the Office of General Counsel.

## **Conflict of Interest Policy**

The Trustees and employees of The J. Paul Getty Trust (the "Trust") are expected to adhere to high ethical standards of conduct in the performance of their duties, observing all laws and regulations governing business transactions, competing fairly with others and using Trust funds only for legitimate and ethical purposes. The rights of Trustees and employees in their activities outside their duties or employment which are private in nature and which in no way conflict with or reflect upon the Trust will be respected. Although Trustees and employees have been carefully selected and are assumed to possess integrity and judgment, to avoid any misunderstanding, the following statements of policy are made with respect to proper conduct:

### ***Possible Conflicts Of Interest***

Trustees and employees must avoid incurring any kind of financial interest or personal obligation which might affect (or appear to affect) their judgment in dealings on behalf of the Trust with firms or individuals. Each person must examine his or her own activities and those of his or her family to be sure that no condition exists which could create or appear to create a self-dealing situation in respect of transactions of the Trust.

There are certain areas with which each individual must be especially concerned. In order to avoid any question about a possible conflict of interest, even though it may not exist in actuality, the particular situation shall be disclosed in writing and submitted to the President or his designee or to the Chairman of the Board of Trustees for evaluation. Areas giving rise to conflicts of interest include the following:

- Holding a material financial interest, directly or indirectly (as an owner, substantial stockholder, partner, joint venturer, creditor or guarantor), or having a management or policy-making role (such as being a director) in a firm which provides services or supplies materials or equipment to the Trust, or in an organization which is in competition with the Trust, or in an organization to which the Trust provides services or makes loans of works of art.
- Speculating, investing or dealing in equipment, supplies, materials or works of art which the Trust purchases, has purchased or contemplates purchasing.
- Owning money to or borrowing money from any supplier or dealer or from an individual or firm (except a bank or business entity as an ordinary consumer in amounts which are reasonable under such circumstances) with whom the Trust does business of any kind.
- Accepting gifts or favors for himself or herself or for family members, or entertainment or other personal benefits, which are substantial, from an outside organization or individual with whom the Trust does or may do business. This does not apply to acceptance of casual gifts of a nominal value (\$100 or less), nor routine and reasonable business entertainment (but not paid travel expenses, such as airfare and hotel), but care must be exercised to be sure that continuation of such matters does not gradually create or appear to create an obligation. Gifts of more than \$100 should be returned to the donor with the explanation that the Trust's policy will not permit the acceptance of such gifts. The Trust will reimburse Trustees and employees for expenses incurred in returning such gifts.
- Disclosing to others outside the Trust or using for his or her own benefit information not generally available to the public which the Trustee or employee has access to by reason of his or her position, such as confidential information of a technical, financial or business nature or other "inside information."
- Serving another organization in any capacity whether such service includes activities, compensated or not, which can affect or appear to affect an individual's ability to discharge his or her duties to the Trust.
- Acquisition and maintenance of a personal collection is not disapproved by the Trust, provided that no Trustee or employee competes with the Trust in any such personal activities. The Trust will from time to time promulgate general policies concerning the fields in which it intends to collect and such policies will be communicated on a confidential basis to Trustees and employees to the end that any competition will be avoided.

It is not intended that this statement apply to bona fide gifts from family or close personal friends, whether by life-time transfers or by bequest or otherwise; nor is it intended that this statement have retroactive effect. However, as from the date of adoption by the Trust of this conflict of interest policy, each Trustee and employee shall report in writing from time to time their respective art work holdings acquired since that date. In the event a work is acquired in contravention of this policy, the Trust shall have the right to purchase such work at its acquisition price within twelve (12) months from the date of receipt of the written report referred to in the previous sentence.

### ***Possible Improper or Illegal Conduct***

Trustees and employees are not expected to be familiar with every law and regulation relating to this statement or affecting Trust operations. When in doubt, however, it is incumbent upon  
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each Trustee and employee to consult with the President or his designee or the Chairman of the Board of Trustees.

- Each person must avoid improper acts and the violation of any governmental law or regulation in the course of performing his work.
- To provide guidance in specific areas, we call your attention to the following matters:
  - No Trust funds or assets shall be used for any improper or unlawful purpose, including;
    - Payment, or offer of payment, of anything of value to any foreign or domestic official, foreign or domestic political party, etc., for the purpose of exerting influence in obtaining or retaining favorable treatment.
    - Obtaining privileges, concessions or special benefits by paying or offering to pay bribes or kickbacks to any entity or individual. This includes gifts or entertainment to a supplier or dealer of a kind which Trustees and employees could not accept under this policy statement.
    - Using Trust funds, property or resources to support any political party or candidate. A Trustee's or employee's political activity must, therefore, take place on his or her own time and at his or her own expense and away from Trust premises.
  - No Trustee and no employee, in the course of his or her employment, shall accept or receive any payment or other thing of value (whether characterized as kickback, bribe, rebate, refund or otherwise, and whether intended by the payor to be for the Trust or for the personal benefit of the Trustee or employee) if the payment or receipt or tender thereof is illegal or is designed or intended to cause such Trustee or employee to grant a privilege, concession or benefit to the payor in connection with Trust business.

### ***Implementation - Reporting***

In order to implement the foregoing policies, the Board of Trustees will develop disclosure statements for completion by Trustees and employees on an annual basis. It is nevertheless each person's responsibility to report, in writing, on a current basis, any new developments as to matters included in this policy statement or in the disclosure statements.

All disclosure statements and reports shall be maintained in confidence and access to such materials shall be limited to the President, the Trustees, Trust Counsel and such other persons who have a reasonable need to know the contents thereof or whose duties involve custody of such materials.

This policy statement, of necessity, concerns some matters which require evaluation, judgment, and analysis of the law or discretionary action. Therefore, the Board of Trustees shall be responsible for resolving any disputes, making any interpretations and promulgating any advisory opinions in respect of all matters arising hereunder. The decisions of the Trustees shall be final. The Board of Trustees shall have the right to authorize deviations from this policy if, in their discretion, such deviations seem advisable and in the best interests of the Trust.

### **Copyright and Patent Policy**

Getty complies with the United States copyright and patent laws. Work performed by Getty employees within the scope of their duties is considered work made for hire and is the intellectual property of Getty. You may, depending on the nature of the work, be asked to

complete documents verifying that it is the property of your employer.

## **Employment of Relatives**

Getty bases employment decisions solely on individual merit and job-related criteria, and will employ relatives of current Getty employees as long as employment does not present a source of potential or actual conflict of interest, either to Getty or to the individuals involved. Each situation is examined carefully and decisions are made on a case-by-case basis except that relatives may not be employed within the same line of supervision. "Relative" is defined as a parent or stepparent, in-law, spouse/eligible domestic partner, child, brother, sister, grandparent, or any person living in your household.

## **Employee Dating/Romantic Relationships**

In order to minimize the risks of conflicts of interest, avoid perceptions of favoritism, and promote fairness, managers and supervisors are prohibited from having a romantic or dating relationship with a subordinate employee within their line of supervision, or whose terms or conditions of employment he/she may influence, or with other employees when the relationship may create an actual conflict of interest or the appearance of a conflict of interest.

## **Outside Employment**

Getty staff may engage in outside work (paid or unpaid). If a staff member wishes to engage in outside work on Getty time, on Getty's premises, or using Getty's resources or materials, the staff member must submit a written request to the Trust Officer or Program Director to whom he or she reports that the outside work be approved as "Getty-supported." The written request must identify: 1) person or entity for whom the work will be done; 2) if an entity, its mission and tax status; 3) the person or entity's relationship to Getty, if any (for example, a Getty Trustee, an art dealer, a potential donor, a party with whom we have contracted previously or plan to contract with, etc.); 4) the nature of the work; 5) the anticipated dates of the work; 6) the approximate amount of time required for the work; 7) the amount of compensation the staff member will receive, if any; and 8) confirmation that the relevant supervisor has approved the request. Any compensation received for "Getty-supported" outside work, including fees, payments or honoraria, should be declined or turned over to Getty.

Trust Officers and Program Directors must be prepared to justify their approval of outside work as "Getty-supported" to the President or the General Counsel.

All outside employment is based on the premise that the employee's primary responsibility is to Getty, and that the activity will neither interfere with this responsibility nor compromise the employee's professional integrity or Getty's reputation. Any questions about whether particular outside work creates a conflict of interest or other concern should be discussed promptly with the Office of General Counsel.

## **Confidential Information**

Safeguarding the confidential nature of information about Getty's financial, procedural, security, and other management policies, acquisitions, transactions, and employees is essential. Should you have any questions regarding the confidentiality of Getty information, you should ask your supervisor for clarification. If you receive a request for information about Getty from outside sources such as the media or a public relations official, you should promptly refer it to Getty Communications Department. Your confidentiality obligations to Getty continue after termination of your employment.

## **Solicitation/Distribution**

To provide a workplace free of disruptions, strict rules apply regarding the solicitation,

circulation, or distribution of information and/or written material that is not related to Getty business. Non-employees may not solicit, circulate, or distribute materials on Getty premises. Employees may not solicit, circulate, distribute, or accept materials that are not related to Getty business during working time and may not distribute materials at any time in working areas.

## **Identification Badges and Keys**

Getty issues employee photograph identification badges to all staff. Badges should be worn visibly at all times while on the premises. You are expected to take your badge home at the end of the workday, and you are responsible for safeguarding your badge and keeping it in your possession. If you forget to bring your badge to work, there are temporary badges available at security desks. If a badge is lost or damaged, it should be reported immediately to the [Security Department](#) and a replacement will be issued. Note: A fee will be charged for a replacement badge.

The sale, transfer, or loan of a badge is strictly forbidden and can result in disciplinary action up to and including termination. When you terminate employment with Getty, you must return your badge to your supervisor, Human Resources or to the Security Department.

You may be issued keys to an office or other work area. It is important to safeguard the keys. They may not be copied, loaned or transferred to anyone else. Some keys are required to be stored on site in designated SKD security key cabinets.

## **Parking**

Staff who regularly work at Getty Center or Getty Villa are required to have a valid parking hangtag to park on site. Parking hangtags should be requested through the individual program administrative offices. Limited-term employees, professional fellows and research assistants will be issued a temporary parking permit. Temporary parking placards are issued for up to six months and should be displayed on your rear view mirror.

In order to maximize the number of parking spaces available for visitors, the Security Department will designate which areas within the parking structures are available for staff parking. These guidelines are subject to change based on operational requirements. Current staff parking guidelines are posted on the Security Department's webpage on GO.

The sale, transfer, or loan of a parking hangtag is strictly forbidden and can result in disciplinary action up to and including termination. When you terminate employment with Getty, you must return your parking hangtag to your supervisor, Human Resources or to the Security Department.

Getty utilizes an automated visitor parking revenue system. Staff are prohibited from using an ID badge to open a lift gate for anyone other than themselves.

## **Mobile Devices**

Employees in some areas are required to carry a cell phone and respond to emergency calls while off duty. Your supervisor will provide you with specific instructions for the purchase and/or care of equipment.

If an employee has a personal cell phone and uses it for business calls or texting at the direction of a supervisor, you may be eligible for a monthly stipend to cover these costs. To receive the stipend, eligible employees should submit a request in FIS.

## **Personal Use of Getty Resources and Staff**

Getty is committed to carrying out its mission in an efficient and productive manner. To that  
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end, Getty provides a wide range of tools and resources, including information technology resources, such as computers and computing resources, telephones, voicemail and electronic mail, videoconferencing, facsimile machines, and Internet access. Persons permitted to use these resources are expected to do so in pursuit of Getty's activities and in accordance with good professional judgment. Although Getty recognizes that users of these resources may occasionally make or receive personal telephone calls or electronic mail messages, personal use of Getty's resources is not proper and should be avoided to the maximum extent possible.

Similarly, Getty employees should never be asked or expected to perform personal tasks or errands for their supervisors or others. Supervisors may on very infrequent occasions ask employees to reschedule a personal meeting or perform another minor task that does not involve any significant use of time, interfere with the employee's performance of Getty duties, or involve leaving the employee's work area, but requests for personal assistance must be avoided. It is not, for example, permissible to ask a staff member to pay personal bills, run errands, plan personal travel, type non-Getty related documents, or otherwise use Getty time and resources for personal purposes.

Employees may not use Getty's name or Getty letterhead for any non-Getty business related purpose.

Inappropriate use or misuse of Getty's resources or staff may result in disciplinary action, up to and including termination. If you have questions, call a Human Resources Specialist.

### **Access to Electronic Data**

All information technology resources provided by Getty are owned by Getty and may be subject to monitoring by Getty or, in the case of public networks, by others. To the extent provided by law, Getty owns the electronic information generated or stored on the resources it provides. Getty reserves the right, as permitted by law, to review this information and to monitor uses of these resources.

Getty's resources must not be used to transmit or download solicitations unrelated to Getty business, or to view, transmit or download illegal, offensive, vulgar, or otherwise disruptive messages or materials, including but not limited to, those that contravene Getty's policies regarding equal employment opportunity, discrimination, or harassment.

Getty does not make a practice of monitoring Internet access. Persons using Getty resources should be aware, however, that in the course of routine maintenance and upgrading of Getty's complex computer environment, members of the Information Technology Department may become aware of Internet materials downloaded or stored on Getty computers. Even if inappropriate use or misuse of Getty's resources is discovered in such a fashion, disciplinary action, up to and including termination, may result.

### **Policy Governing Use of Social Media by J. Paul Getty Trust Employees**

Getty recognizes and supports social media to share knowledge and connect directly with visitors and audiences.

If Getty's social media activities are part of your job responsibilities, you should be aware of and comply with Getty's Social Media Policy. It can be found on GO under Communications > Social Media. The Social Media Policy may be updated and modified from time to time. If you have questions about this Policy, please check with your supervisor or the Communications Department. Only staff tasked with representing Getty on social media should post directly to Getty social media accounts.

When Getty staff participate in personal social media activities, they are subject to the following guidelines:

Getty, a private operating foundation, is subject to certain restrictions on political and commercial speech including opinions about legislative issues. As a result, you may neither state nor imply that you are speaking on behalf of Getty in your social media communications, or you may state explicitly that the opinions expressed are your own and not Getty's. Staff should be mindful to avoid creating the perceptions that their personal comments represent Getty.

Personal and social media activity should comply with all policy provisions regarding the confidentiality of Getty information and the proper work-related use of Getty equipment.

## **Records Management and Institutional Archives Policy**

All Getty staff are required to manage records created and received in the course of business according to the *Institutional Records Policy* and the *Records Retention Schedule*. These records are property of Getty Trust and include, but are not limited to, all recorded or stored information, regardless of physical forms or characteristics, created or received and accumulated in connection with the work of Getty and maintained as evidence of such activity. Records exist in all media: paper, electronic, analog and digital media, etc.

The Institutional Records and Archives Department is responsible for administering records policies and procedures, managing offsite storage services, and providing guidance and training related to records management. Records must be managed according to procedures outlined in the Records Manual. The program or department that created or received them controls access to records. Records identified as "archival" must be transferred to the Institutional Archives at the appropriate time. Records may be destroyed only in accordance with the *Records Retention Schedule*. Sensitive, confidential, and vital records require higher levels of security and management.

Employees should carefully read the entire *Institutional Records Policy* and become familiar with the *Records Retention Schedule*. Questions should be addressed to your supervisor or to the Institutional Records and Archives Department. If Getty determines that an employee has used Getty's records inappropriately, Getty will take whatever action it considers appropriate, up to and including termination.

## **Working Safely**

### **Safety**

It is the responsibility of all employees to take all necessary precautions to protect themselves, others, and Getty property. Employees are required to follow all safety rules, signs, and instructions, and to report all accidents and safety hazards or potential hazards to appropriate authorities. No employee is expected to undertake any job if an unsafe condition or hazard is present or if the employee does not have a good understanding of the potential hazards of a job. Employees who operate vehicles or other safety-sensitive equipment are required to be drug and alcohol free. Additionally, using cell phones or electronic devices in any capacity including but not limited to sending, receiving, preparing or reading text messages is strictly prohibited while driving Getty vehicles or other safety-sensitive equipment. Employees who fail to comply with all safety policies and procedures are subject to disciplinary action, up to and including termination.

Please be particularly alert to any unsafe or hazardous conditions and report them  
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immediately to your supervisor or Risk Management. If an on-the-job accident results in injury, regardless of how serious, you must immediately notify your supervisor.

## **Drug and Alcohol Policy**

Misuse of drugs or alcohol impairs employee health and productivity. Drug and alcohol problems can result in unsafe working conditions for all employees and visitors. Getty is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug, alcohol and marijuana use.

Employees shall not use illegal substances or use legal substances in a manner that impairs work performance or threatens health, safety, security or property. "Legal substances" include but are not limited to alcohol and prescribed or over-the-counter drugs legally obtained by the employee and used for the purpose for which they were prescribed and sold. Employees may not use, possess, transfer, distribute, or sell marijuana or any illegal drug while on duty (whether or not on Getty property) or while operating a vehicle owned or leased by Getty.

Employees who violate the *Drug and Alcohol Policy* may be subject to disciplinary action, up to and including termination of employment.

Employees who must maintain a Commercial Driver's License (Class B License) as part of their employment with Getty are subject to alcohol and controlled substance testing as outlined in the Federal Motor Carrier Safety Regulations, CFR 49, Part 382. Testing may be performed under the following circumstances pre-employment, post-accident, random, reasonable suspicion and return to duty.

If any driver refuses to test under the circumstances outlined in CFR 49, Part 382, the refusal will be treated as a positive result, and will be subject to the consequences of a positive test as outlined in the previously referenced regulation. A positive test result under this program may also result in disciplinary action up to and including termination of employment.

Employees with concerns about drug or alcohol abuse may consult with the Employee Assistance Program (EAP) for confidential professional counseling or referral. For questions regarding leaves of absence related to drug and alcohol treatment or for further discussion of this policy, consult a Human Resources Specialist.

## **Smoking/Vaping**

Smoking is not allowed anywhere at either Getty Center, Getty Villa, Library Annex or Scholar Housing. This includes parking garages, arrival areas, public spaces, Getty vehicles and the bus stop adjacent to Getty. Questions about the smoking/vaping policy should be referred to the Security Department.

## **Security and Inspections**

Security must be the concern of every employee of Getty. To ensure the safety of employees and visitors, Getty uses security surveillance equipment. Surveillance videos may be consulted in certain circumstances. All Getty equipment, workstations, and vehicles are Getty property and are subject to search without notice by a Getty-designated person. Getty staff who work directly or indirectly with Getty collections or who visit a collections area are subject to search of their personal belongings, purses, briefcases, lunch boxes, and anything else they bring onto Getty property.

Getty employees should know the policies and procedures for the safety and security of other employees, the public, works of art, and Getty property. Security policies and procedures should not be discussed with anyone other than an employee. You should be alert not only for security

violations, but also for conditions that encourage vandalism, accidents, damage, or theft. The Security Department or your supervisor should be notified immediately of any apparent security risks or violations.

## Workplace Violence

Getty is committed to providing a work environment that is free of violence. Acts or threatened acts of violence will not be tolerated. Anyone engaging in such acts will be subject to immediate disciplinary action, up to and including termination, and may also be personally subject to civil or criminal liability. Any employee who is subjected to, witnesses, or has knowledge of actions that could be perceived as violent acts, or has reason to believe that such actions may occur, must report them immediately to their supervisor, Getty's Human Resources Director, or the Director of Security.

For purposes of this policy, violent behavior includes but is not limited to:

- The actual or implied threat of harm to an individual, group of individuals, or relatives of those individuals.
- The possession on Getty property of weapons of any kind or the brandishing of any object that could reasonably be used as a weapon. Failure to notify security when you have knowledge of the presence of a weapon on Getty property may result in termination.
- Callous or intentional disregard for the physical safety or well-being of others, or the willful destruction of property.
- Commission of a violent felony or misdemeanor on or with Getty property.
- Other conduct that a reasonable person would perceive as constituting a threat of violence.

## Leaving Getty

### Separation Policy

Employment is at the mutual consent of Getty and the employee. Therefore, either Getty or the employee can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice. Following the procedures below will help ensure the proper documentation, processing, and pay of employees who are leaving Getty's employ.

**Pay and Benefits.** The effective date of separation is the last actual day of work. A vacation day, personal day, or sick day cannot be the last day of work. Employee benefits cease on the date of termination except for medical, dental, and vision care insurance, which currently cease on the last day of the month in which the termination occurs. Getty Human Resources Department provides benefits information to terminating employees.

A separating employee is given the final paycheck on the day of separation; however, those employees who resign without notice are paid within 72 hours of notice of resignation. The final paycheck includes payment for all hours worked, paid absences during the current pay period, and accrued, unused vacation and personal days. Unused AQMD days are not paid out upon separation. Any advanced wages and paid vacation hours taken in advance of accrual, which are considered wage advances, will be reconciled from the final paycheck. You are required to return all keys, badges, parking passes, equipment, and other Getty property before you pick up your final paycheck.

### Rehire Policy

Employees who leave Getty in good standing will be eligible to apply for rehire. Past

performance will generally be considered when a former employee applies for rehire. Employees terminated for cause are not eligible for rehire.

You will not carry over any unused vacation, personal or AQMD days from prior employment at Getty. Individuals who are rehired within one year from the date of separation are eligible to have their previously accrued and unused sick hours reinstated up to a maximum of 72 hours. Non-exempt employees who separate employment and are rehired within six months of their termination date and if they completed at least one year of continuous service immediately prior to leaving Getty, will accrue vacation at the rate prior to their separation.

If eligible, your health and welfare benefits will be effective as of your rehire date. Consult the Employee Investment Program Summary Plan Description (SPD) for information about how a break in service affects your participation in this plan.

Rehired employees are subject to Getty's introductory period.

## Definitions

Unless otherwise specified, these definitions apply to all provisions in this handbook. Different definitions may also apply to specific benefit plans; see the Summary Plan Descriptions (SPDs) for details.

**Child:** a biological, adopted or foster child of the employee or the employee's spouse/eligible domestic partner or a legal ward or child for whom the employee stands in loco parentis (acts as a parent). For purposes of the FMLA, CFRA, a "child" must be under 18 or, if over 18, incapable of self-care because of a mental or physical disability.

**Immediate Family:** spouse, same sex domestic partner, registered domestic partner, children, parents.

**Parent:** biological or adoptive parent or an individual who was acting as a parent to the employee when the employee was a child.

**Physician:** a medical doctor or other appropriate health care provider, as authorized by applicable law.

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