

# J. Paul Getty Trust TELEWORK AGREEMENT

This Agreement specifies the conditions applicable to an arrangement for performing work at an alternate workplace on a regular basis. All obligations, responsibilities, and terms and conditions of employment with the Getty remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement. The employee and supervisors/manager must have read and understand Getty's current Telework Policy, contained in the Staff Handbook, prior to executing this Agreement.

EMPLOYEE INFORMATION	
Employee Name:	Department:
Job Title:	Supervisor's Name:
Current Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

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. Non-exempt employees must record their actual start, end, and meal times for each workday on their timesheets, and are not permitted to work overtime without advance approval by their supervisors.**

TELECOMMUTING AGREEMENT
Telecommuting Start Date:
<p><b>Telecommuting Authorization</b></p> <ul style="list-style-type: none"> <li>✓ I understand that Program Lead Administrators and Trust Department Heads have the authority to establish, approve, or deny telework requests for individual employees, and that decisions regarding the appropriateness of a telework arrangement are made on a case-by-case basis, based on the Program's/Department's operational and business needs.</li> <li>✓ I understand that this agreement and my work schedule are subject to review on an ongoing basis as well as during my regular performance review and may be modified or terminated at any time based on operational needs or performance concerns.</li> </ul> <p><b>Work Schedule and Availability:</b></p> <ul style="list-style-type: none"> <li>✓ I agree to remain accessible during scheduled work hours, except as I have approved time off.</li> </ul> <p><b>Work Location Safety</b></p> <ul style="list-style-type: none"> <li>✓ I agree to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to my supervisor at the earliest reasonable opportunity. (Contact RiskManagement@getty.edu for suggestions for setting up a home workstation.)</li> <li>✓ I agree to hold the Getty harmless for injury to others at the alternate worksite.</li> </ul>

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## Equipment / Information Security

- ✓ I understand that unless otherwise arranged, I am responsible for providing space, telephone, networking and/or Internet capabilities with appropriate speed at the telework location, and will not be reimbursed by the Getty for these or related expenses.
- ✓ I agree to protect Getty-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this Agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
- ✓ I agree to report to my supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- ✓ I understand that all equipment, records, and materials provided by the Getty shall remain the property of the Getty.
- ✓ I agree to return Getty-owned equipment, records, and materials within 14 days of the termination of this Agreement or immediately upon my separation of employment. Within 14 days of written notice, I must return Getty-owned equipment for inspection, repair, replacement, or repossession.

## Other

- ✓ I understand that I am responsible for the tax consequences, if any, of this arrangement.

I acknowledge and will abide by the Getty's Telework Policy, as it may be updated from time to time, and understand and agree to this Telework Agreement.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (or Designee) Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The signed document should be sent to Human Resources as the official Agreement on file.