

Supervisor Overview | Telework Updates for Staff

Georgia Tech Human Resources (GTHR) is committed to partnering with campus units to support the Institute-wide shift to on-campus work norms beginning the 2025–2026 academic year.

- All **staff members** are expected to work their unit's standard in-person schedule, as established by their unit leadership.
- **Faculty** will continue to maintain their on-campus presence consistent with fulfilling their instructional, scholarly, service, and student mentorship duties.

Key Updates

- Staff telework arrangements (hybrid and fully remote) will be limited and must be approved by the by the following:
 - direct supervisor,
 - department head/school chair, and
 - the relevant cabinet member, dean, or vice provost.
 - Fully remote requests also require the approval of the chief human resources officer (CHRO).
- No action is needed for employees following their organizational unit's standard in-person work schedule (meaning their college, school, or unit/department's regular, in-person, 40-hour per week schedule).
- If an employee wants to consistently work a schedule that is different from their unit's standard in-person schedule, they must submit a request for a telework arrangement and provide an explanation of how the arrangement will benefit the Institute's mission.
- Supervisors must further clarify their business-related rationale for approving requests, including selecting from the following reasons and providing relevant data to support at least one of these limited circumstances:
 - service delivery model conducive to virtual work,
 - business needs of unit/school/college/dept,
 - critical skills/high needs job.
- Anyone without an approved arrangement in the new system will be expected to work their unit/school/college/dept's standard in-person schedule by August 1, 2025.

Timeline

- Existing Working @Tech Arrangements (JIRA for GTRI) were frozen on **April 30** and can remain in effect through **July 31**.
- An updated system for telework requests became available on **May 6**.

- All telework requests under the new process for limited circumstances must be submitted and fully processed by **Aug. 1**.

Understanding Telework Options

The standard working norm at Georgia Tech will be an in-person work arrangement (usually 40 hours per week), and staff are expected to adhere to their unit's standard in-person schedule with limited telework approvals.

In limited circumstances, the available telework options are **hybrid** or **fully remote**.

- A **hybrid** working arrangement means the employee's work week includes a combination of regular onsite and regular offsite work. The direct supervisor, school chair or department head, and relevant cabinet member, dean or vice provost approval are required for a hybrid working arrangement.
- A **fully remote** working arrangement means the employee does not work on site. Remote work locations should match the employees' home address, reflecting where they perform their work. Approvals from the direct supervisor, relevant cabinet member, dean, or vice provost, *and* chief human resources officer are required.

These arrangements do not include reasonable accommodations under the Americans with Disabilities Act (ADA), Pregnant Workers Fairness Act (PWFA) or religious accommodations under Title VII CRA which will continue to be managed separately and confidentially.

- **Workplace Reasonable Accommodations**
Employees with disabilities may continue to request a workplace accommodation. The Office of Equal Opportunity, Compliance, and Conflict Management (EOCCM) receives reasonable accommodation requests due to disability, pregnancy, or religion. EOCCM makes recommendations based on a review of an employee's essential functions, individual medical needs, limitations, accessibility or related - concerns. Learn more at eoc.gatech.edu/employee-accommodations.

Staff Telework Submission

On May 6, a new submission process became available for staff telework arrangement requests in ServiceNow. The updated process includes specific and multi-level review and approval for both hybrid and fully remote telework requests.

Staff can submit their telework request by logging into the ASC portal at asc.gatech.edu. Select the HR Services tile, and then the Teleworking Request Agreement tile.

A confirmation email will be sent to the supervisor with a cc to the employee once submitted. Review the [Telework Knowledge Base Article](#) (KB0044571) for more details.

- Submitted requests will be reviewed and approved by the direct supervisor, department head or school chair, and respective cabinet member, dean or vice provost, with fully remote requests also requiring CHRO approval.

- The approval step for cabinet member, dean, or vice provost may include a delegate, if approved by the CHRO.
 - Supervisors, unit leaders, and HR Partners will have access to their team's approved working arrangement and reports.
- Staff can access the ASC portal to check the status of their request.
- Requests cannot be modified once submitted for review.
- Employees who usually work their unit's standard in-person schedule **do not need** to submit a request for a telework arrangement.

Where to Learn More

Telework guidance, approval criteria, policy updates and FAQs will be published on the [Working @Tech Arrangements](#) website and be updated throughout the summer.

- Review the updated [Flexwork Arrangement Policy](#)
- Expect GTHR to also send the annual summer reminder email about flexible work schedule options and encouraging employees who are approaching the maximum vacation accrual to take time off.
- The People Leaders Network (PLN) emails, newsletters, and monthly events will be the primary method for keeping managers informed, among others.

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