

Telework Meeting in a Box for Leaders - 30 Minutes

This guidance supports leaders in planning, facilitating, and following up on the rollout of Georgia Tech's revised Telework Agreement request process. The goal is to ensure alignment, transparency, and consistent understanding across teams. Georgia Tech's standard operating procedure is in-person work. This means that all staff should expect to work primarily on-site, whether at the Atlanta campus or one of our off-campus instructional or satellite locations. Telework arrangements may still be considered, but only when suitable for the type of job duties performed and with approval from the appropriate cabinet member, dean, or vice provost.

Before the Meeting: Prepare and Personalize

Review Materials:

- Familiarize yourself with the new [Telework Agreement Request](#) (employee and manager sections).
- Read the [Georgia Tech Flexwork Arrangements Policy](#) to understand the Institute's expectations.

Know Your Team:

- Consider roles on your team/department that are likely eligible for hybrid or remote work.
- Consider current team coverage, shared responsibilities, and your service delivery model.

Gather Resources:

- Review the meeting slide deck, FAQs, common scenarios, and links to the policy and Telework Agreement Form.
- Familiarize yourself with talking points and prepare tailored responses to your team's specific functions and dynamics.

Set the Stage:

- Schedule a dedicated team meeting (30–45 minutes) and let the team know that it will focus on the new telework process and expectations.

During the Meeting: Inform and Engage

Start with the "Why":

- Explain the purpose behind updating the in-person work and the telework agreement approval process.
- Emphasize that this is about promoting flexibility, accountability, and alignment with business needs.
- Express empathy that this shift may represent a disruption for some employees, and gratitude for employees who have worked consistently in a full in-person setting.

Walk Through the Form:

- Highlight what's new in the employees' and people leaders' views of the request process.
- Clarify the difference between hybrid and remote schedules, and when a telework request is required.

Address Key Questions:

- Use prepared FAQs and real-life scenarios to support understanding.
- Encourage questions and discussion — this is a collaborative process.

Provide Direction:

- Let the team know how to access the telework request and policy.
- Share expectations about timelines for submission and review process.

After the Meeting: Follow Through and Support

Offer Individual Conversations:

- Invite employees to schedule a 1:1 meeting to discuss their preferences or questions in more detail.
- Use the provided conversation templates to guide these discussions.

Set Deadlines and Expectations:

- Establish a reasonable deadline for submission of telework forms (based on department or unit guidance).
- Reinforce shared expectations for availability, communication, and performance.

Follow Up:

- Acknowledge form submissions and schedule brief review conversations if needed.
- Document decisions and confirm understanding between you and each employee.

Monitor and Adjust:

- Keep track of Telework Arrangements and assess team dynamics after implementation.
- Adjust as necessary in consultation with HR or based on operational needs.

Telework Arrangement: Meeting Agenda

Purpose:

To introduce teams to the new Telework Agreement Form and support thoughtful implementation across departments.

Timeframe: 30 minutes

1. Welcome & Purpose (5 mins)

- “Why we’re here today”: Discuss In-Person Work expectations, new telework form, and telework policy.
- Team/Department Expectations

2. Overview of the New Form (10 mins)

- Employee Review
- Manager Review
- Where to find the Telework Policy

3. Q&A + Common Scenarios (10 mins)

- Walk through relevant scenarios or examples of hybrid and fully remote schedules
- Address questions about eligibility, expectations, or approval process

4. Next Steps & Resources (5 mins)

- Form available at hr.gatech.edu/telework
- Policy access: policylibrary.gatech.edu/employment/flexwork-arrangements

Meeting Materials:

- [Slide deck](#) (with screenshots of the new form)
 - [Telework and Flex Time Guidelines for People Leaders](#)
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