



Manager Talking Points – Working @Tech Arrangement

The **Working @Tech Arrangement** is required of all full-time, benefits eligible employees. As managers, please consult the following resources to assist you in supporting your employees as they complete the form.

Why is the Institute requiring everyone to complete the Working @ Tech Arrangement?

- Through the Working @Tech initiative, the Institute is committed to cultivating our employees' well-being and providing opportunities for flexible work arrangements that support the Institute's mission and value of serving students. By requiring all full-time employees to submit, it allows for employees and managers to have intentional conversations regarding their well-being.
- By collecting data from all full-time employees, we can have a broader awareness for the ways our employees are working across campus and understand what is happening across units.
- It allows for greater comprehension of our space utilization, as well as where employees are concentrated in the event of an emergency.
- Collecting accurate data allows the Institute to apply correct employment laws for those working outside the state of Georgia.
- In the future, the data received will be used towards engagement and retention efforts.

What can I do to encourage completion of the form?

- Consult the "Getting Started" section of the [Working @ Tech Toolkit](#) so you are prepared to have meaningful conversations with your employees.
- Consider innovative approaches to flexible work. Not all employees can work remotely, but many could have the opportunity to work a compressed week or utilize flextime to cultivate their well-being. Remember that flextime doesn't always have to be flexing start and end times – it can be used for longer breaks for employees to exercise wellness activities (e.g., prayer, meditation, walking, etc.).
- Communicate the "why" behind the process listed above.
- Allow for time to complete together, either during your 1:1 conversations, beginning/ending of shifts, and/or team/unit meetings.