The timeline for TTC employee conversations about new job titles and position descriptions has been extended in response to the COVID-19 pandemic. **Supervisors who have not yet met with employees can:**

| Hold conversations virtually or by phone while employees are telecommuting | OR | Hold conversations in person once employees return to campus |

Each school, college and division has a process and timeline for employee conversations. Supervisors should check with your HR contacts for any information specific to your work unit before starting conversations.

If your HR contact has provided you information and steps to follow for employee conversations, determine whether to hold the conversation virtually, or meet face-to-face once employees return to work on-site. The TTC Project’s timeline will allow time for face-to-face conversations once the university resumes normal operations and staff return to campus.

**Are Employees and I Ready for the Conversation?**

*Review these questions to help determine whether to hold the TTC employee conversation virtually. If you and employees are not ready to hold the conversation, schedule the conversation once employees return to campus.*

1. **Are employees ready to discuss the TTC Project changes?**
   The COVID-19 pandemic is personally and professionally challenging for many employees. It has impacted how employees work in many ways. Before scheduling a meeting, consider whether employees are ready for this conversation. The TTC Project may feel like more change to cope with during an already difficult time. Be sensitive to the specific situation of each employee.

2. **Will a face-to-face conversation more effectively meet employee needs?**
   Will employees feel comfortable asking questions and providing input in the virtual format? Ask employees if they are comfortable with holding the conversation virtually. Employees can decide which format suits them better and have the ability to decline a virtual meeting.

3. **Are employees and I equipped to hold this conversation virtually?**
   Consider whether you and employees have the necessary technology. Will employees have access to the position description and other information they need? If you foresee obstacles to a meaningful conversation, such as access to technology and technical skills, wait until you can meet face-to-face.

4. **Am I ready to discuss new titles and position descriptions?**
   Prepare for the conversation by confirming employees’ new titles and creating their position descriptions. Review the information and resources on the TTC website. Reach out to your HR contact with your questions and concerns.
Holding a Virtual Conversation

Review the following tips if you decide to hold a conversation virtually or by phone.

**BEFORE THE MEETING:**
- Let employees know what to expect. What meeting tool will you use? What is the conversation about? Where can they find information and resources about the TTC Project? See Resources below.
- Share new title and position description with employees.
- Share other documents or resources you plan to review with them.
- Test technology (e.g., computer audio, webcam, meeting tool) with your employees.
- Find a quiet, private space free from interruptions and distractions.
- Contact Cultural Linguistic Services if you need language interpretation.

**DURING THE MEETING:**
- Encourage dialogue by inviting questions and input. Begin by discussing how to ask and answer questions throughout the conversation.
- Be flexible. Have a backup plan in case technology does not work.
- Turn off distractions such as emails, window browsers and phones.
- If using a webcam, face the camera/screen and use body language to show you are engaged.

**AFTER THE MEETING:**
- Follow up on any commitments you make such as answers to questions you didn’t know, edits to position descriptions and additional information and resources.
- Provide opportunities for follow up after the conversation. Employees may have additional questions or feedback after the meeting. Let them know how they should contact you to discuss further. You can plan to continue the conversation in person once employees return to campus.
- Summarize the conversation in an email to check and ensure common understanding.
- Continue to share pertinent TTC Project updates, including the notification letter and appeals process.

**Resources**

**VIRTUAL CONVERSATION TOOLS**
Use a phone or one of the following campus-supported web conferencing tools to hold virtual conversations.

- WebEx Meetings
- Microsoft Teams
- Blackboard Collaborate/Blackboard Collaborate Ultra
- Google Meet

Ideally, choose a technology that you and your employees already use so that you are comfortable with the tool. This helps to focus on the conversation.

**EMPLOYEE CONVERSATIONS RESOURCES**
- TTC website’s Resource Library
- What to Expect During Employee Conversations
- Online Manager/Supervisor Training
- Employee Conversation Frequently Asked Questions