

Policy Name: International Assignments

Policy Owner: Georgia Tech Human Resources

Policy Contact: Lori D. Jones, lori.jones@gatech.edu

Reviewed By: Office of General Counsel, CHRO, EVPR team members

Policy Steering Committee Approval: September 2025

Policy Purpose: This policy outlines the requirements for affiliates, employees, and organizational units to engage in work activities outside the United States.

Summary of Substantive Policy Elements:

- Outlines requirements for Georgia Tech employees and affiliates working outside the U.S.;
- Articulates requirements that Global HR approval is required for Affiliates primarily located outside the U.S. and employees working abroad for more than 30 days;
- Identifies responsibilities for Global HR, units, and hiring managers.



Georgia Institute of Technology

International Assignments

Policy No.

Type of Policy: Administrative

Effective Date: TBD

Last Revised: NA

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1. Reason for Policy

This policy informs affiliates, employees and units of the requirements to work outside the United States.

2. Policy Statement

Georgia Tech Human Resources is responsible for ensuring all employees or affiliates of the Institute are aware of, and comply with, immigration, labor, and tax laws outside the United States.

Global HR approval is required if an affiliate will be primarily outside of the United States, or an employee will work temporarily outside the United States, for more than 30 days, or an employee will work permanently outside the United States.

- Affiliates primarily located outside the should not collaborate with Georgia Tech until approval is granted by Global H R.
- Employees outside the US for more than 30 days should not work outside the US until approval is granted by Global H R.
- Global HR will work with a third-party vendor to hire individuals who will work outside the United States permanently.
- Additional information regarding international assignment procedures can be found at <https://gatech.service-now.com/asc>.

3. Scope

This policy applies to all employees and affiliates of the Georgia Institute of Technology.

4. Responsibilities

Georgia Tech Human Resources – Global HR

Global HR is responsible for assisting with policy interpretation and administering policy pertaining to all international assignments.

Hiring Managers

Hiring managers are responsible for ensuring approval has been granted by Global HR prior to affiliates or employees beginning work.

Units

Units are responsible for timely submission of requests to, or requesting assistance from, Global HR.

Affiliates

Affiliates are responsible for complying with all rules and regulations per local jurisdictions outside the United States, applicable United States regulations, and pertinent Georgia Tech policy.

Employees

5. Employees are responsible for complying with all rules and regulations per local jurisdictions outside the United States, applicable United States regulations, and pertinent Georgia Tech policy. Enforcement

Non-compliance with this policy may result in termination of employment of the individual outside the US and/or additional costs to Georgia Tech in the form of taxation, fines, penalties and labor or immigration violations by foreign governments imposed on the Institute.

6. Related Information

Resource	Link
Export and Trade Control	https://generalcounsel.gatech.edu/ethics-and-compliance/exportandtrade
Foreign Travel Policy	https://policylibrary.gatech.edu/business-finance/foreign-travel
Social Security Administration, International Programs	https://www.ssa.gov/international/

7. Policy History

Revision Date	Author	Description
TBD	GTHR	New Policy