GUIDE TO DECIPHERING NEW TERMINOLOGY

Jargon can be pervasive when discussing strategies for returning to the workplace or extending options for working in other locations. Everyone needs to understand the vocabulary for policies, procedures and implementation plans to succeed. Here are some definitions to help build consensus and prevent confusion from the start.

EMPLOYEE BENEFITS are defined as indirect, non-cash or cash compensation paid to an employee above and beyond regular salary. Some benefits are required by law. Benefits are generally offered to all employees of an organization.

EMPLOYEE PERKS are offerings above and beyond standard benefits. They are generally offered to all employees and used to boost employee morale and demonstrate employee appreciation. Sometimes they are used to attract prospective employees.

WORK ARRANGEMENTS are optional, conditional and sometimes temporary agreements that allow employees to fulfill job responsibilities. Some examples are compressed work schedules, telework, job sharing and staggered time.

THE DIFFERENCE BETWEEN BENEFITS, PERKS AND WORK ARRANGEMENTS

EMPLOYEE BENEFITS are defined as indirect, non-cash or cash compensation paid to an employee above and beyond regular salary. Some benefits are required by law. Benefits are generally offered to all employees of an organization.

EMPLOYEE PERKS are offerings above and beyond standard benefits. They are generally offered to all employees and used to boost employee morale and demonstrate employee appreciation. Sometimes they are used to attract prospective employees.

WORK ARRANGEMENTS are optional, conditional and sometimes temporary agreements that allow employees to fulfill job responsibilities. Some examples are compressed work schedules, telework, job sharing and staggered time.

More policy development resources and options to request support are available online. Find the accompanying document to these definitions, 3 Questions & 10 Conversations to Kick Start Hybrid Workplace Development guide, along with webinars and other Hybrid Workforce Resources at gotriangle.org/hybrid.

More policy development support and guidance is available online. Tailor a policy that meets the needs of your organization and employees.