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| **How To Plan For A Return To The Office** |
| Is your sales team heading back to the office? Your employees may have mixed feelings about the transition. It’s important how your company handles the move to hybrid work or a complete return to the office. If you don’t properly address your employees’ concerns and priorities, you risk losing them to a company that better suits their needs.  |
| According to post on the [Paychex.com](https://urldefense.proofpoint.com/v2/url?u=http-3A__Paychex.com&d=DwQFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5l9T7iGs3eN2Nh-ZQ-LMdTxX5onYJfVQ1lejSofHV34&m=ym-qzQg4anXjFR14gis5DSLWyNiEcOm3FIe8mtyRHg4&s=tU8eLqpWTMXIb60PjeCUUtI3A1mWpFvUBn45apmtLnc&e=) blog, employees have several concerns about returning to the office during the pandemic. These include the vaccination status of their colleagues, their employer’s sanitation practices and the ability to physically distance from others.The post points out that the pandemic has reshaped employees’ priorities and adjusted their ideas of an ideal workplace. This means it’s more important than ever that companies stay aware of their employees’ needs and respond accordingly. In this issue of *Promotional Consultant Today*, we outline some business considerations from the [Paychex.com](https://urldefense.proofpoint.com/v2/url?u=http-3A__Paychex.com&d=DwQFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5l9T7iGs3eN2Nh-ZQ-LMdTxX5onYJfVQ1lejSofHV34&m=ym-qzQg4anXjFR14gis5DSLWyNiEcOm3FIe8mtyRHg4&s=tU8eLqpWTMXIb60PjeCUUtI3A1mWpFvUBn45apmtLnc&e=) blog that can help companies keep their top talent as many teams return to the office.**Survey your team members.** One simple way to promote employee retention is to find out what matters to your sales reps. Survey them about what’s most important and then use the findings to customize their incentives. For example, the Paychex blog post notes that most workers of all ages are motivated by more pay. However, younger workers often prioritize wellness and employee lifestyle benefits in addition to a salary boost.  **Communicate your plans about returning to the office.** If you haven’t started a hybrid schedule or brought your team back to the office yet, make sure the transition doesn’t come as a surprise to employees. The Paychex post advises leaders to have a conversation early with their team members so they can answer any questions honestly and with empathy. Some professionals are eager for the return while others are hesitant to give up the conveniences of remote working. Be sure to address the concerns of all your employees and give them plenty of time to adjust to the new expectations.  **Create clear workplace health and safety policies.** The delta variant has complicated the return-to-work plans for many companies. It’s critical that leaders provide a safe environment as employees return to the office. The Paychex blog post encourages companies to be sensitive to employee safety concerns by specifying and clearly communicating physical distancing requirements and sanitation practices. The post also advises companies to stay cognizant of federal, state and local regulations as other variants may arise.  **Continue to offer hybrid or remote work arrangements.** As the pandemic continues, it’s wise to allow employees to continue to work from home when possible. This can help ease concerns about being in the office again and can help provide the work-life balance that many employees seek. If your company decides to give employees some flexibility in where they work, make sure you give remote and hybrid workers the same access to benefits and opportunities as those working in the office, the Paychex post recommends.  People crave a sense of normalcy amid all the uncertainty of the pandemic. While a return to the office can provide some routine, it has to be done safely. Leaders should communicate health and safety protocols and learn how their employees feel about coming back to the office. There’s no one-size-fits-all approach, so take time to thoughtfully bring your employees back to the office.  Compiled by Audrey Sellers  Source: [The](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.mmsend95.com_link.cfm-3Fr-3DJRS6k-5FdCc7pv9-2DwdL5WZgg-7E-7E-26pe-3DxIBil4WAcIhWvHx1dhOOSFZlpzFcXRILxXagjdS1ZITA0kJL37w3vVuExldPYPRYhoolcJVAknca-5FUt3zc431Q-7E-7E-26t-3DDStC0WAccWdqMrmDWMSzzg-7E-7E&d=DwMFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5l9T7iGs3eN2Nh-ZQ-LMdTxX5onYJfVQ1lejSofHV34&m=ym-qzQg4anXjFR14gis5DSLWyNiEcOm3FIe8mtyRHg4&s=1ixGIXb5bv_dMfim0aA27HyMYMTTWtrYqyg8XnHywkA&e=)[Paychex.com](https://urldefense.proofpoint.com/v2/url?u=http-3A__Paychex.com&d=DwQFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=5l9T7iGs3eN2Nh-ZQ-LMdTxX5onYJfVQ1lejSofHV34&m=ym-qzQg4anXjFR14gis5DSLWyNiEcOm3FIe8mtyRHg4&s=tU8eLqpWTMXIb60PjeCUUtI3A1mWpFvUBn45apmtLnc&e=) blog. Paychex is a provider of integrated human capital management solutions for payroll, benefits, human resources and insurance services. |

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