### Sample Employee Compensation Plan (Salaried)

Employee: <Employee Name>

Date of Full-time Employment: <Date>

Effective Date: <Today’s Date>, with the first check on this plan to be paid on <Date of First Pay Period>.

Compensation: Compensation shall be a salary of $<Annual Salary>year, payable as $<Bi-Weekly Gross> gross per   
bi-weekly pay-period. Employee shall be classed as an exempt management employee.

Benefits: Effective <Today’s Date>, <Company Name> shall provide medical, dental, and vision benefits for employee in a standard company benefit plan<adjust to what your company offers>. This benefit plan shall be provided through <Benefits Provider>. <Company Name> shall pay <Percent>% of the premiums for medical, dental, and vision benefits for the covered employee, as provided by the <Benefits Provider>. Employee shall be responsible for <Percent>% of the premiums, should employee choose to cover qualified dependants under the plan. The benefit plan may be amended with notice by either <Company Name> or <Benefits Provider>.

Retirement Plan: <Company Name>shall provide a retirement plan for employee participation. This plan will be structured as a 401K plan, and shall be provided through and administered by <Benefits Provider>. The terms of this plan may be amended with notice by <Company Name> or <Benefits Provider>.

Fringe Benefits: <Company Name>will provide such fringe benefits as are made available through <Benefits Provider>. As of the date of this agreement, these benefits include <insert Fringe Benefits> *(eg. a pre-tax Flexible Reimbursement Account for each employee, COBRA coverage, Credit Union membership, Employee Assistance Program, Optional Group Legal Services Plan, and Optional Direct Deposit Plan).* Fringe benefits may be amended with notice by <Benefits Provider>.

Benefit Eligibility: An employee must be full time, i.e. work a minimum of 30 hours per week, to be eligible to participate in the company-provided medical, retirement, or fringe benefits plan. Exempt employees are automatically considered full-time and eligible for participation.

Commission on Sales: <Percent>% of net invoice amount, less trade-in allowance, sales tax, and reimbursable (non-profit) expenses, such as freight.

Paid Holidays: The following days will be considered company holidays - <Insert Applicable Company Holidays>.

Paid Vacation: Vacation will be accrued according to the following schedule - <Insert Company Vacation Schedule>. One week of vacation will consist of five eight-hour days. A week of vacation may be split into single day increments if desired. The vacation accrues on the anniversary of full-time employment. Vacation may not be carried over from one year to the next. Scheduling of vacation is subject to management approval.

Education Allowance: $<Education Allowance> allowance to be used on education resources to advance employee’s knowledge as pertains to this industry. If seminars are attended which require travel and overnight stay, a portion of the allowance may be used for airfare/travel, hotel, and meal expenses. Seminars and resources are subject to management approval.

Bonuses / Incentives: None at this time.

Employee Expenses: Use of the employee’s vehicle for business purposes will be reimbursed at a rate of <Rate/Mile>cents per mile. Actual lodging and other expenses related to business purposes will be reimbursed, provided receipts are turned in. All mileage and expenses will be listed, with business purpose, on a <Company Name> expense summary. All expense reimbursements are subject to management approval.

Additional Conditions: 1.) Employee shall achieve NICET Level 2 certification within one year of the effective date of this agreement. 2.) Employee shall work in the short term on the following areas: a.) Ability to confidently conduct customer training sessions, b.) Ability to coordinate multiple on-going installation projects, c.) Ability to assess site conditions and installation needs during the planning stages prior to installation, and in so doing, to minimize inefficiencies due to inadequate planning, d.) Familiarity with applicable Washington state safety codes, and e.) continued leadership of staff in the areas of paperwork compliance and organization & planning. 3.) Employee shall actively strive to improve his skills and knowledge base. Employee utilize current company resources for self-training. It is the employee’s responsibility to seek out new avenues and resources for development, and bring them to management’s attention for evaluation. 4.) Employee shall work toward two medium-term goals: a.) proficiency in AutoCAD to be able to quickly update installation documentation once the work is complete, and b.) competency with use of the TEF analyzer and software as is used for system testing (i.e. equalization, delay setting, RTA use, noise measurements, distortion, impedance, etc.). 5.) Employee shall develop such skills as may be required to fulfill the responsibilities, duties, and necessary skills outlined in the employee’s job description.

At-Will Employment: This compensation plan is not an employment contract and does not obligate neither the employee nor <Company Name> to an employment relationship for any set period of time. Either party has the right to terminate employment at any time, with or without cause, and with or without notice.

Except if noted in the Additional Conditions above, this Compensation Package replaces and supersedes all previous compensation agreements.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee President

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_