316: Sales Employee Compensation Plan

300: Human Resources · https://milo.masseyservices.com/docs/316-sales-employee-compensation-plan/

Section: Human Resources
Subject: Sales Employee Compensation Plan/ Employee Status Form - Excel Version
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

All employees involved in selling Massey customers will be required to sign the SALES EMPLOYEE COMPENSATION PLAN. It is imperative that all General Managers comply with the following guidelines.

A SALES EMPLOYEE COMPENSATION PLAN

Must be signed by every employee whose job will include sales at the time of employment.

Must be prepared in triplicate and distributed as follows:

- Original copy - Corporate Office
- 1 copy - Service Center
- 1 copy - Employee

All copies must be individually signed, dated and witnessed.

- The Service Center should maintain all SALES EMPLOYEE COMPENSATION PLAN copies in a secure and locked file.
- The original copy should be sent to the Corporate Office with the Employee's personnel papers.

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