



POLICIES & PROCEDURES

NUMBER PP316

SECTION: HUMAN RESOURCES

SUBJECT: Employee Status Form -
Excel Version

PP No.: 316

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Subject: Employee Status Form - Excel Version

Approved By: Harvey L. Massey

Effective Date: April 13, 2005

Last Reviewed Date:

Policy Owner:

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.

APPROVED BY:
Harvey L. Massey

EFFECTIVE DATE:
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