



Addendum to qualification for eligibility for sales commission effective 1/1/2021

Full time employee (Full rates current commission structure)

- Must work minimum of 75 hours a pay period.
- No call no show will result in loss of commission no exceptions.
- Call offs 2 max per month. Time must be made up the week of the call off and can only be made on Saturday or Sunday with ticket approval from back office.
- Tardy- (45min or less) time must be made up the day of the tardy no exceptions (tardy from lunch also defines as tardy time.)
- Tardy over 45 min is considered no call no show.
- Sent home for poor effort is a responsibility of the employee and will not be excuse for missed time.
- Approved time off/PTO time will qualify toward 75 hours. Time off must be requested and approved minimum of 10 days in advance prior to day requested off.

Part time employee (Half rates of current commission structure)

- Must work minimum of 50 hours a pay period. (does not qualify for lunch break)
- No call no show will result in loss of commission for pay period
- Call offs 2 max per month. Time must be made up the week of the call off and can only be made on Saturday or Sunday with ticket approval from back office.
- Tardy- (45min or less) time must be made up the day of the tardy no exceptions (tardy from lunch also defines as tardy time.
- Tardy over 45 min is considered no call no show.
- Sent home for poor effort is a responsibility of the employee and will not be excuse for missed time.
- Approved time off/PTO time will qualify toward 50 hours. Time off must be requested and approved minimum of 10 days in advance prior to day requested off.

Employee Name

Signature

Date