

## **NOTICE: UPDATED POLICIES EFFECTIVE IMMEDIATELY (AUGUST 16, 2015)**

The purpose of this Notice is to clarify policies pertaining to commissions paid to eligible employees.

### **Commissions Paid:**

Employees will receive a commission on funds received by the company from sales generated by the employee, while the employee is actively employed by the company. An employee must be actively employed by the company to be eligible to receive a commission. Commissions are not paid on receipts received by the company after the employee is no longer actively employed. If employment is terminated by the employee or the company, the employee is no longer considered active, and will not be eligible for any commissions after the date the employment is terminated. If an employee is on an approved leave of absence, maternity or paternity leave, or is laid off, the employee will be paid for commissions on receipts received during the leave, once the employee returns to work and is in active status. If the employee does not return from the leave (either voluntarily or involuntarily), that employee will be considered inactive and will not be eligible for any commissions.

I, \_\_\_\_\_ (please print name), understand the above policies as to how commissions are paid now and will be paid in the future. I understand that if my employment with the company is terminated, I am no longer an active employee and will not be eligible for any future commissions after the last day of employment with The Mandatory Poster Agency, Inc., d/b/a Labor Law Poster Service.

Name: \_\_\_\_\_ (print name)

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

A copy of this document will be kept in the employee's file and will be available to the employee upon request.

For Office Use Only:

Supervisor signature: \_\_\_\_\_ Dated: \_\_\_\_\_