

## **POLICY**

Section:

Policy: Payday

Origination Date: 8/22/10

Revision Date: 7/25/2013, 4/18/2016 (section under Procedures added)

## **STATEMENT OF POLICY**

Employees are paid weekly on Tuesday. New employees should be advised by their managers when they can expect their first payroll check. The weekly pay period runs from Monday through Friday. Therefore any requests for changes in payroll must be made by Friday for it to take effect the following Monday.

Commissions, performance bonuses, and contest bonuses will be paid on the weekly check after payment is received for each sale. Commission is not paid on "unpaid" sales. Unpaid sales are defined as a sale that is completed, the customer was sent the product with an invoice but the Labor Law Poster Service has not received payment on the sale. This commission structure will only apply to "current" employees. When employee is separated from employment no further commission will be paid. The commission structure is subject to change at any time. Employees will be notified of any changes.

## **PROCEDURES**

Commissions will be paid after an employee has satisfactorily completed employment training. Commissions are paid between 2-3% of the total sales (S/H included). Customer Service reps receive a 3% commission and Outbound Sales reps, (Fronters and Closers), split a 5% commission receiving 2.5% each. Commissions are adjusted for any canceled or return orders.