**Compensation plan template**

| BASIC INFORMATION | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Company name and address | |  | | | | |
|
| Employee name and ID | |  | | | | |
|
| Employee position | |  | | | | |
|
| Employee department | |  | | | | |
|

| DIRECT COMPENSATION | | | | | |
| --- | --- | --- | --- | --- | --- |
| Hourly rate | |  | | | |
|
| Overtime | |  | | | |
|
| Salary | |  | | | |
|
| Commission basis | |  | | | |
|
| Commission rate (either percentage or fixed rate) | |  | | | |
|
| Overrides | |  | | | |
|
| Splits | |  | | | |
|
| Signing bonus | |  | | | |
|
| Performance bonus | |  | | | |
|
| Referral bonuses | |  | | | |
|
| Other bonuses | |  | | | |
|

| **Hourly rates additional notes** | | | |
| --- | --- | --- | --- |
|
|
| **Overtime additional notes** | | | |
|
|
| **Salary additional notes** | | | |
|
|
| **Commissions additional notes** | | | |
|
|
| **Bonuses additional notes** | | | |
|
|
|
|
|

| BENEFITS | | | | | |
| --- | --- | --- | --- | --- | --- |
| Health insurance | |  | | | |
|
| Dental care | |  | | | |
|
| Workers' compensation insurance | |  | | | |
|
| Disability insurance | |  | | | |
|
| Family and medical leave | |  | | | |
|
| PTO (Vacation, Sick time, Holidays, etc.) | |  | | | |
|
| Hazard pay | |  | | | |
|
| Other benefits | |  | | | |
|
|

| RETIREMENT PLANNING | | | | | |
| --- | --- | --- | --- | --- | --- |
| 401(k) | |  | | | |
|
| Pension | |  | | | |
|
| Stock options | |  | | | |
|
| Profit-sharing | |  | | | |
|

| OTHER | | | | | |
| --- | --- | --- | --- | --- | --- |
| Memberships | |  | | | |
|
| Transportation | |  | | | |
|
| Breaks and meals | |  | | | |
|
| Flexible scheduling | |  | | | |
|