**Compensation Plan Template**

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| --- | --- | --- | --- |
| **Employee name** |  | **Department** |  |
| **Job title** |  | **Start date** |  |

|  |  |
| --- | --- |
| **Financial compensation** | |
| Base annual salary | $60,000 per year |
| Overtime pay rate (if applicable) | $45/hour (hourly non-exempt) |
| Relocation compensation |  |
| Raises |  |

|  |  |
| --- | --- |
| **Incentives and bonuses** | |
| Commission (if applicable) |  |
| Performance bonus |  |
| Other bonuses |  |

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| **Benefits** | |
| Health insurance type | Premium Nomad Plan |
| Health insurance cost | 100% covered by employer |
| Dental care | Included |
| Worker’s compensation | [Specify worker’s compensation insurance details] |
| Disability coverage |  |
| Medical leave |  |
| Parental leave |  |



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| **Other benefits** | |
| Professional development | $500 annually for courses or seminars |
| Memberships |  |
| Transportation |  |
| Employee assistance programs |  |
| Flexible scheduling |  |
| Meal plans |  |
| Flexible work options |  |

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| **Paid time off** | |
| Vacation | 15 paid vacation days |
| Sick days | 10 days per year |
| Holidays | Paid federal holidays |
| Personal time off |  |

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| --- | --- |
| **Retirement planning and equity compensation** | |
| 401(k) | Company matches 50% of contributions up to 4% of salary |
| Pension | No |
| Incentive stock options |  |
| Non-qualified stock options |  |
| Restricted stock units |  |
| Employee stock purchase plans |  |
| Stock appreciation rights |  |
| Stock grants |  |
| Performance shares |  |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee |  | HR Manager |  |



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