Compensation Plan Template

|  |
| --- |
| Basic Information |
| Company name |  |
| Employee name |  |
| Employee number |  |
| Department |  |
| Position |  |

|  |
| --- |
| Direct Compensation |
| Salary or hourly rate |  |
| Hours |  |
| Overtime |  |
| Commission |  |
| Raises |  |
| Compensation for relocation |  |
| Hazard pay |  |
| Signing bonus |  |
| Performance bonus |  |
| Employee referral bonus |  |
| Other  |  |

|  |
| --- |
| Paid Time Off |
| Vacation leave |  |
| Holidays |  |
| Sick leave |  |
| Bereavement |  |
| Parental  |  |
| Personal time |  |
| Family responsibility |  |
| Jury duty |  |
| Voting |  |
| Sabbatical |  |
| Other |  |

|  |
| --- |
| Benefits |
| Health insurance |  |
| Dental care |  |
| Workers’ compensation |  |
| Disability insurance |  |
| Other |  |

|  |
| --- |
| Retirement Planning |
| Pension |  |
| 401(k) |  |
| Profit-sharing |  |
| Stock options |  |
| Other |  |

|  |
| --- |
| Other |
| Flexible hours |  |
| Telecommuting options |  |
| Memberships |  |
| Transportation |  |
| Meal plan |  |
| Tuition reimbursement |  |
| Employee assistance programs |  |
| Professional development |  |