

Sales Group - Sales Department / Solar Direct

Partnership and Performance Agreement

Staff: Reports to: Director of Sales Revised:

Position: Sales Representative

Hourly Rate (calculated weekly):	Base \$6.25/hr, \$.05/hr extra per each 1 point earned					
<u>Job Task</u>	<u>Points</u>					<u>TPP</u>
Meetings – 3/wk max (2 Sales and 1 Coaching or Company)	4 per meeting					12
Punctual Shifts *15 minutes grace	2 per day					10
Reports (TraxTime and Salespersons Daily)	1 per TraxTime; 5 per report per day					30
Sales Goal (Based on prior average)	<25%	<50%	50%+	65%+	85%+	100%+*
	-40	-20	0	10	20	30 130
#Hours/week	2 per remote hour; 2.5 per office hour					100

*For each additional 10% in sales, receive 10 points

Notes: TraxTime – To receive points for TraxTime, you must clock in and out at the actual times; clock out if not working (i.e. lunch, break); have complete and accurate TraxTime records by the close of each business day. You are responsible for TraxTime operation and accuracy. Problems are to be immediately communicated to the Executive Marketing Assistant, or if you are unable to reach her, leave a detailed voice mail at the time you are having the problem.

Sales Reports – Sales Reports must be turned in each day with a record of all daily activity. This report is a necessary tool for the Sales Manager to evaluate both your performance and as a guide to help focus on activity that makes the company and you money.

Sales Goals: \$10,000/wk
Sales below 25% of goal more than 4x/quarter subject to review and termination.

Duties and Responsibilities:

- Attend scheduled sales meetings or training sessions.
- Excused absences must be approved in advance.
- Salespersons Reports and TraxTime reports must be turned in to the Executive Marketing Assistant the end of each work day. TraxTime must reflect hourly activities and codes performed.
- Remote Access and MSN must be turned on when you are clocked in.
- Rotating Saturday shifts as assigned may be traded with other staff, but it is your responsibility to see that the shift is covered.
- Perform according to the Job Description for position(s) assigned.
- Comply with company Staff Handbook policies, and other directives from supervisor or other management team member.
- Gain product knowledge as outlined in job description.
- Maintain consistent shifts and hours
- Large and Specialty Sales Projects will be forwarded to Director of Sales.
- In the event of any technical issues preventing you from performing primary tasks (i.e. receiving/placing sales phone calls with Edge Software, receiving/sending emails, connecting to SD via VPN, access to Back Office, etc), it is your responsibility to immediately contact your supervisor AND the IT Dept alerting them to the problem. You must clock out in the event that the issue

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prevents you from working (unless approved by your supervisor). If approved, and you remain clocked in, you must be gainfully engaged in some sale or work related activity.

Schedule

<u>Trax</u>	<u>Activity</u>	<u>Time</u>	<u>Hr/Day</u>	<u>Schedule</u>
S	Sales Representative	100%	8	?am - ?pm M-F
S	Sales Representative	100%	3	10am - 1pm S*

* During season from October through June, you must work one Saturday per month to be predetermined within your department and advise the Executive Marketing Assistant one month in advance.

There is a 40 hour per week cap on hours. No hours are to exceed the 40 hour cap unless granted permission by the Director of Sales.

Addendum:

Notes:

TPP = Total Possible Points

Meetings are scheduled 3 times per week; in the event a meeting is cancelled, the points are still awarded

Requested and Authorized time off and/or sick time meeting policy guidelines qualify for normal points

Punctual points apply to assigned sales shifts; flex hours do not apply

Meeting, Punctual, TraxTime and Report Points do not count on Sick and Vacation Days

Vacations:

Must be scheduled between Dec 20 – Jan 31 and Jun 15 – Sept 15

Must be scheduled in advance; only one sales person on vacation at a time

Vacation Pay will equal average weekly pay for the previous year

After one year, one week paid vacation per year; After five years, two weeks paid vacation per year

Holidays:

After one year, holidays will be paid

Paid Holidays: Thanksgiving, Christmas, 4th of July, Labor Day, Memorial Day

Time Schedule

Available hours for this position range from 8am – 9pm EST M-F and 9am – 2pm EST Saturday.

Compensation

The pay range varies from \$6.25/hr to \$20+/hr. The pay rate is determined weekly based on a point system – Points are earned based on performance. Refer to Compensation Chart. You can earn up to \$10/hr with minimal effort; motivated achievers can expect \$12 or more. Your skill and input will directly affect your ability to make more.

Requests for payment must be submitted via our TraxTime System. Payments are paid on Friday at 2pm, one week after end of Work Week. Work Week begins on Saturday, ends on Friday. Payments may be picked up at our location, mailed, or deposited into your account at a Bank of America or SunTrust Bank.

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This position will be acting as an independent sub-contractor agent. Solar Direct is structured as a Business Trust, and is exempt from Corporate Tax Status. Therefore, no W-2 or 1099 will be provided to you or the IRS. A yearly statement of earnings can be provided on request. It is the independent agents responsibility to claim any income and/or pay taxes due from their operations.

I agree to the above terms.

_____ Date _____