

MONTHLY AND WEEKLY BONUS SYSTEM

1. INTRODUCTION:

The bonus system is DISCRETIONARY and is not contractual. Complete Tree Care reserves the right to withhold bonus payments to any employee (s) even when the criteria stated in this guidance note have been met. The bonuses shall be calculated by the company whose decision will be final.

The Monthly Bonus is based on sales and employees will receive a percentage of sales over a set target. It is paid two months in arrears on the first Friday of the month.

The Weekly Bonus is based on attendance and compliance based. It is paid weekly in arrears on Fridays.

2. SALES TARGET AND ALLOCATION OF BONUS:

Sales Target:

The sales target for up to an 9 hour day Monday to Friday will be:

<u>Team Size</u>	<u>Sales Target</u>
2 men	£675
3 men	£875
4 men	£1150

The sales target shall apply only to work that has a sales value for the company – it shall not apply to yard work, machinery maintenance etc. The target will be calculated weekly for the whole work force.

Allocation of Sales above Target:

For every £100 above daily target the following bonus will be paid:

Team leader:	£10.00 (= 10.00% sales),
Climber:	£7.50 (= 7.50% sales),
G/man:	£5.00 (= 5.00% sales),

3. ADJUSTMENT TO SALES TARGET:

Additional Costs:

Where the sales have been increased to allow for additional costs these will need to be deducted from the sales target. For example:

- Trees, stakes, ties, fertilisers,
- Hire of specialist plant and machinery (e.g. MEWP, big grinder, tracked chipper, etc)

Complete Tree Care – Discretionary Bonus

- Additional vehicle or trailer, (usually costed at £50 per day each),
- Significant overtime,
- Additional staff (usually calculated at £250 per person),
- Extra travel costs,
- Extra waste disposal costs,
- Materials,
- Parking costs,

Usually these additional costs will be shown as separate items on the job sheet and need not be included in the sales figures entered into the Work Summaries.

Inflation of Sales:

For a few clients (e.g. MWA) the sales value are inclusive of an uplift which they claw back, this uplift should not be included in the sales figures entered into the Work Summary.

Negligent Damage/Costs: non fault or accidental damage will be deducted from the sales target (up to the insurance excess of £500 if claimable). Negligent damage costs will be split between the responsible team (if known) or the whole company (if not known) and deducted in full up to the insurance excess.

4. FAILURE TO MEET TARGET:

Where target is not achieved and there is a sales short fall resulting in a negative bonus this will be carried forward to the following week. This will be achieved by adding the negative bonus value to the next week's bonus until it has been 'spent'. At the end of each month the bonus calculation starts again from zero.

5. NON PAYMENT OF BONUS:

The Weekly Bonus will not be paid when an employee has failed to meet company requirements; for example through poor time keeping, failure to wear uniform or non compliance with company procedures. Where an employee is absent for what ever reason the bonus will not be paid.

The Monthly Bonus shall not be paid to those employees who have left or are leaving Complete Tree Care for what ever reason.

6. MANAGEMENT BONUS:

The manager/supervisor will receive 5% of the weekly total bonus.

A copy of the bonus is shown on the company web site.