

# Compensation Package Template

Name		Department	
Job title		Start date	

Financial compensation	
Salary	\$60,000 per year
Overtime	\$45/hour (hourly non-exempt)
Commission	[Enter commission]
Performance bonus	
Other bonuses	
Relocation compensation	
Raises	

Benefits	
Health insurance type	Premium Nomad Plan
Health insurance cost	100% covered by employer
Dental care	Included
Worker's compensation	[Enter worker's compensation]
Disability	
Medical leave	
Parental leave	

Other Benefits	
Professional development	\$500 annually for courses or seminars
Memberships	[Enter memberships]
Transportation	
Employee assistance programs	
Flexible scheduling	
Meal plans	
Flexible work options	

Time off	
Vacation & holiday	35 days paid vacation including Public Holidays
Sick days	10 days per year
Holidays	[Enter holidays]
Personal time off	

Retirement planning	
401(k)	Company matches 50% of contributions up to 4% of salary
Pension	No
Stock options	[Enter stock options]
Profit-sharing	

Signatures			
Employee		HR Manager	

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