## **Compensation policy template**

[Organization Name] Compensation Policy

### **1. Brief & purpose**

The purpose of this policy is to provide a comprehensive framework for managing employee compensation at [Organization Name]. This policy ensures that employees are fairly and competitively compensated for their work, while also aligning with the organization's financial goals and objectives.

### **2. Scope**

This policy applies to all full-time and part-time employees of [Organization Name], excluding contractors and temporary workers.

### **3. Salary ranges**

Salary ranges for each position within the organization are determined by considering factors such as experience, education, and performance. The following salary ranges apply:

* Entry-level positions (e.g., administrative assistant): $35,000 - $45,000 per year
* Mid-level positions (e.g., marketing manager): $60,000 - $80,000 per year
* Senior-level positions (e.g., director of operations): $90,000 - $120,000 per year

### **4. Bonus structures**

[Organization Name] offers two types of bonuses: performance-based bonuses and sign-on bonuses.

* Performance-based bonuses: Employees who meet or exceed performance expectations may be eligible for a bonus of up to 10% of their annual salary.
* Sign-on bonuses: Newly hired employees may be eligible for a sign-on bonus of up to $5,000, depending on the position and hiring needs.

### **5. Benefits packages**

[Organization Name] offers a comprehensive benefits package that includes:

* Health insurance: [Organization Name] covers 80% of employee health insurance premiums and 50% of dependent coverage.
* Retirement plans: [Organization Name] matches 401(k) contributions up to 3% of an employee's annual salary.
* Paid time off: Employees receive two weeks of vacation time and one week of sick leave per year.

### **6. Equity options**

[Organization Name] offers stock options to all employees, with vesting periods ranging from 2-5 years. The number of stock options awarded is determined by job grade and performance.  
Performance Evaluation Criteria and Processes:  
Employee performance is evaluated based on the following criteria:

* Meeting job requirements and expectations
* Achieving performance goals and objectives
* Demonstrating teamwork and collaboration
* Showcasing innovation and creativity

Regular reviews are conducted annually, with feedback provided throughout the year. Employees have the opportunity to provide input and feedback during the review process.

### **7. Promotion and advancement policies**

[Organization Name] encourages career development and advancement opportunities for all employees. Promotions are based on job performance, skills, and experience. Employees who are interested in career advancement should discuss their goals with their supervisor or HR representative.

### **8. Termination and severance policies**

Employment may be terminated for reasons such as poor performance, misconduct, or financial constraints. Notice periods range from two weeks to six months, depending on job grade and length of service. Severance pay is provided to eligible employees, based on a formula that takes into account length of service and salary. Outplacement assistance is also available to support transitioning employees.

### **9. Amendments**

This policy may be amended from time to time, and changes will be communicated to all employees. The most current version of this policy will be maintained on the [Organization Name] intranet.

### **10. Acknowledgment**

By accepting employment with [Organization Name], employees acknowledge that they have read, understood, and agree to abide by the terms of this compensation policy.

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