

# Assistant Manager Program

The Assistant Manager Program provides a way for office assistants to be paid automatically and accurately from Olean each week, for '1099' earnings information to be correct, and for the company to contribute to office assistant overrides for many managers.

## PROGRAM GUIDELINES:

1. Each week office assistants receive a specified override on your office's "New Business." This includes manager personal sales, since manager personal sales tab as "New." To see a definition of what is considered "[New Business](#)" [click here](#). The company may sponsor a percentage of the office assistant's pay (see guidelines below). Managers should pay assistants in 0.25% increments, starting with 0.25%.
  2. Managers must communicate their AM pay changes directly to Olean by completing the Assistant Manager Pay Request form on VectorConnect (My Office/Managing Reps).
  3. AM Pay requests must be submitted by end of business on Wednesday to guarantee processing for that week's commission run.
  4. The manager is responsible for paying any AM pay retroactive for previous weeks.
- NOTE:** Retro AM Pay will be processed for a maximum of 4 weeks only.
5. **AM's earning less than 2% override and have at least \$1,000 in career CPO can receive base pay.**
  6. An AM must be paid at least 2%to have access to rep commission statements.
  7. AM pay percentages 5% or greater must be approved by your Region office. The rep will not be set up on AM pay until Region approval is received. Please contact your region to ask them to send their approval to [reprocessing@cutco.com](mailto:reprocessing@cutco.com)
  8. A Rep Transfer Request (under My Office/Managing Reps) needs to be completed and sent to Admin Services in Olean if the office assistant is not currently tabbing for your office. Retroactive rep transfers will **NOT** be processed.

## Managers As Assistants In Another Manager's Office:

- DM's may assist in a DM or DVM's office but there is NO company sponsorship.
- BM's may assist in a DM or DVM's office but there is NO company sponsorship.

## GUIDELINES FOR COMPANY SPONSORSHIP

### DIVISION MANAGER OFFICE:

Office assistants in a Division Manager (DVM) office (sometimes called the division pilot office) will NOT receive sponsorship. The manager is responsible for all assistant pay.

### BRANCH, DISTRICT OR DIVISION COORDINATOR OFFICE:

- Offices can have any number of assistants.
- **First-year branches:** company sponsorship will not exceed a total of 1% for a maximum of 2 assistants.
- **Second-year (or more) branches:** company sponsorship will not exceed a total of 1.5% for a maximum of 2 assistants.
- **DMs and DVCs company sponsorship:** maximum of 3.0%.
- The company will NOT sponsor assistants receiving less than 0.5% AM pay.
- The company will sponsor 0.25% for 0.5% AM pay.
- The company will sponsor 0.50% for 1.0% AM pay.
- The company will sponsor 0.75% for 1.5% AM pay.
- The company will sponsor 1.00% for 2.0% AM pay.
- The company will sponsor 1.25% for 2.5% AM pay.
- The company will sponsor 1.50% for AM pay greater than or equal to 3%.

**NOTE:** The manager is responsible for any pay not sponsored by the company.

**For information on AM Bonus and Sales Manager Bonus Programs, refer to the Commission Structure and Pay Rates section of the Admin Manual.**