



Employee Handbook Addendum for Bonus Program

Subject: Shift Bonus Program – Attendance & Performance-Based Incentive

Effective Date: 07/10/2025

Purpose

To reward reliable, high-performing employees, this bonus program encourages strong attendance, teamwork, and proper execution of job duties. This addendum serves as an official update to the employee handbook.

Program Overview

Eligible employees will earn points for hours worked and positive performance. Points convert to monetary bonuses and are paid out monthly (subject to conditions below).

Point Earning System

Action	Points Earned
1 hour worked	1 point
1 hour covering another employee's shift	2 points

Point Deductions

Action	Points Lost
Missed scheduled shift	-1 point/hour missed
Failure to complete duties	-5 points
Customer or internal complaint (verified)	-3 to -5 points
Leaving store dirty (slushy, sticky mop, etc.)	-5 points
Failure to follow checklist (opening/closing)	-5 points

Monthly Bonus Conversion

Point Level	Bonus Payout
100 points	\$20
200 points	\$40
300 points	\$60

*Points may accumulate beyond 300 per month, and bonus will be prorated accordingly.

Bonus Payout Policy

Bonuses are calculated at the end of each month.

Payouts are delayed by 15 days to encourage retention.

Example: July points are paid out around August 15th.

Employees must be actively employed on payout day to receive bonuses.

Any employee who resigns or is terminated before the 15-day holding period ends forfeits all unpaid bonuses.

Shift Pickup & Overtime Policy

Only employees who will remain under 40 hours/week may pick up shifts.

Picking up shifts that cause unauthorized overtime may result in:

- Loss of bonus eligibility for that week
- Written warning for repeated violations

Notes & Management Discretion

All bonuses and points are subject to managerial approval.

The company reserves the right to modify or suspend the program at any time.

Employees may request a points summary once per month.

****PROGRAM IS ONLY FOR RETAIL ASSOCIATES AND CASHIERS****