

# JAK Logistics LLC Performance-Based Employment Contract – Part-Time Manager

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## 1. Agreement Overview

This Performance-Based Employment Contract ("Agreement") is made as of [Date], between [Company Name] ("Company"), and [Manager's Full Name] ("Manager").

This Agreement sets forth the terms of part-time employment, responsibilities, compensation, and performance metrics for the role of Part-Time Manager at the Company.

## 2. Term and Position

Employment will begin on [Start Date] and continue on an at-will basis unless terminated by either party in accordance with this Agreement.

The Manager shall serve part-time, with an expected workload of [X] hours per week, reporting directly to [Supervisor Title].

## 3. Duties and Responsibilities

Oversee select operational areas such as dispatch coordination, driver communication, compliance tracking, or administrative reporting.

Support the company's safety, compliance, and performance initiatives.

Assist in managing schedules, documentation, and coordination across departments as assigned.

## 4. Base Compensation

Manager shall be paid a base hourly rate of \$[Hourly Rate], subject to standard deductions and payroll procedures.

Payment shall be bi-weekly based on approved hours submitted through the company's time tracking system.

## 5. Performance-Based Incentives

The Manager may be eligible for performance bonuses of up to \$[Amount or %] per quarter based on the following targets:

- Meeting weekly deliverables on time and with 95% accuracy.
- Maintaining driver communication logs and reducing preventable service delays.
- Supporting compliance submissions with 100% on-time filings.
- Contributing to cost savings or operational efficiency projects.

All performance payments are subject to verification and supervisor approval.

## 6. Performance Reviews

The Manager's performance will be reviewed quarterly by the supervisor.

Eligibility for continued employment and bonus compensation is contingent on achieving measurable KPIs and maintaining professional conduct.

## 7. Termination

This contract may be terminated by either party with 14 days' written notice.

The Company may terminate immediately for cause, including misconduct, negligence, or failure to meet performance standards.

Upon termination, Manager shall return all company assets and data in their possession.

## 8. Confidentiality

The Manager agrees to protect all confidential and proprietary information related to the Company, its clients, and personnel.

This confidentiality clause survives the termination of employment.

## 9. Independent Work Schedule

Given the part-time nature of the role, work hours may be flexibly scheduled in coordination with the supervisor.

Manager must maintain accurate timekeeping and be responsive during agreed working windows.

## 10. Entire Agreement

This Agreement represents the full understanding between both parties and supersedes all prior written or verbal agreements.

Any amendments must be made in writing and signed by both parties.

IN WITNESS WHEREOF, the parties agree to the terms set forth above as of the effective date.

\_\_\_\_\_  
[Company Representative Name]  
Title: \_\_\_\_\_

\_\_\_\_\_  
[Manager Name]