

Sales Associate Program

Prior to Hiring: Trainers and Regional Sales Managers provide a training plan and the potential future location plan.

0-12 Months: “Associate goes where his trainer goes”. The primary purpose of the first 12 months is to expose the new Associate to as many aspects of the sales representative’s responsibilities as possible. The Associate will attend Phase B (Roofing Basics) and Phase D (Sales Training) classes in Cleveland. There are no revenue objectives through Phase D. Upon completion of this phase, Associates will be evaluated and may be eligible for a salary increase and bonuses. Based on the training plan, the Associate may relocate or stay in their current area.

12-24 Months: The primary purpose of this phase is to develop sales skills, open new accounts, and begin to build their business. Additional training by their Trainer may be required. In some cases, the Associate will begin to partner with their Trainer on accounts, resulting in revenue and commission splits. All “partnership” agreements must be approved, in writing, by the Regional Sales Manager and reviewed by the Training Department. Associates who are relocated will have a territory number and will receive sales credit. Associates who do not relocate will report their sales revenue to the training department monthly. Associates are eligible for sales commission if their revenue is sufficient to cover their base salary and expenses. Upon successful completion of this phase, Associates will be promoted to Sales Representative. Base salary will be reviewed and adjusted as appropriate and each Associate may be eligible for a bonus.

24 Months: Traditional Sales Representatives.

Relocation Expenses: Any time an Associate relocates during the first 24 months, they are allowed reimbursed expenses up to a specified amount. The Training Department assumes this expense. If an Associate moves after 24 months, the Sales Region assumes the relocation expenses.

Business Expenses: Business expenses are reimbursed per company policy during the Associate phase.

Bonuses: Bonus amounts are based on pre-determined criteria by the Training Department, Trainer and Regional Sales Manager.

Length of Associate Program: All Associates are evaluated on an individual basis. The length of time in the Associate Program can be accelerated or extended based on individual performance and approval from the Training Department and Regional Sales Manager.