



Attendance Bonus Program

WHAT

This bonus program is designed just for Jack's employees who are assigned to an AASD location.

It allows employees to pre-schedule days off, helps the company "balance" time off requests with the needs of AASD, and truly rewards those who regularly meet and exceed expectations.

There are THREE opportunities to earn (see the bonus periods at the top of the next column) and there's even an extra "add-on" team bonus if we, the whole AASD group, reach 90% of our goal or higher.

Read on to see exactly how the program works. Remember, in order for us to achieve success as a team, each of us must honor our commitment to play our position to the best of our ability. Our goal as a company is to continue to create opportunities and earnings potential for ALL employees. This program is one example. We hope you like it!

WHY

This is a tough industry. We know that you work hard. We all do. That's why we've been working "extra hard" behind the scenes with our customers to increase our value...which allows us to increase your earning potential.

The overall goal is to provide a nice reward for those who earn it. Plus, planning for absences will improve the consistency of our work...and that leads to satisfied customers.

It's a win/win if we work together to achieve it.

WHO IS ELIGIBLE

All hourly employees assigned to an AASD location during the bonus period.

Part-time (less than 40 hours weekly), transfers into an AASD location and new hires will be eligible for a pro-rated portion of bonus based on hours worked.

WHEN

There are **THREE** separate bonus periods:

- ☺ **November 1st thru December 31st**
- ☺ **January 1st thru March 15th**
- ☺ **March 18th thru May 31st**

HOW IT WORKS

It's simple. Just work all of your **SCHEDULED** shifts in the bonus period and you'll earn



How can I do that you ask?

- Use the attached calendar to plan and schedule your vacation days ahead of time
- Be sure you're in good standing (no write ups, good work quality, gets along with others, not on any leave of absence)
- Work all of your scheduled shifts during the bonus period --Sure, you can take an occasional day off, but it needs to be pre-scheduled in order to remain eligible--

WE'RE IN THIS TOGETHER

Let's encourage each other to be successful. **If 90% or more of the AASD team qualifies for the bonus, each person receives an additional \$25**

FOR MORE INFORMATION

Have a question? Don't quite understand? Not sure what to do in special circumstances? We're here to help.

Contact your supervisor or call Jack's HQ at 920-722-5136. The team will research your question and get back to you with an answer by the following business day.

All bonus programs are subject to the company's standard operating policies (HR-04.01 – Bonuses and Incentive Plans).

See the company intranet or contact Human Resources with questions or for more information.

FREQUENTLY ASKED QUESTIONS

1. If I earn the bonus, when will I receive it?

Awards are typically paid with the pay period immediately following the end of the bonus period. All bonus awards are legally considered wages and are subject to normal withholding.

2. Can you provide some examples of things that mean I didn't earn a bonus?

Sure. This isn't necessarily a complete list, but you get the idea:

- You don't work all scheduled shifts as agreed
- You receive written disciplinary action
- You receive repetitive complaints from any customer and your Account Manager determines that a legitimate work quality issue exists
- You voluntarily resign or are terminated for any reason prior to the date of payment
- The company must suspend or eliminate the program due to facility closures related to COVID-19

3. Will this be an ongoing thing? Will others in the company eventually be eligible?

Our goal is to provide a reward for employees who deserve it...AND improve the consistency of service we are providing to our customers. If we achieve the desired results as a team, then we'll be able to consider future similar programs.

4. What if I miss a scheduled shift but I have a "really" good reason?

We understand that you can't plan for "everything" in life. But, as a general rule, you CAN plan for most things, including time off. So, there may be a few critical reasons (such as COVID-19 or a death in the family) that would result in suspension of the program for you...and you'd be able to pick up where you left off when you return to work. Those exceptions would be rare though, and this is otherwise a simple "did you do it or not?" kind of reward.