

# WILLAMETTE VALLEY VINEYARDS

8800 Enchanted Way SE • Turner, Oregon 97392 • 503.588.9463

## COMPENSATION REQUEST FORM FOR NATIONAL SALES

Employee Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Job Title: \_\_\_\_\_

### COMPENSATION RECOMMENDATIONS

**Promotion\***

(Show qualifications under Reason)

**Other**

**Merit Increase**

(Must be based on productivity, improved quality, reduced costs and/or additional responsibility)

Reason: \_\_\_\_\_

Present Salary/Hourly Rate: \_\_\_\_\_

Recommended Increase: \_\_\_\_\_

Recommended New Salary/Hourly Rate: \_\_\_\_\_

Status after change:  Exempt  Full Time

Non-Exempt  Part Time

Date Effective: \_\_\_\_\_

\*Promotion New Job Title: \_\_\_\_\_

Date Promoted: \_\_\_\_\_

### ONE TIME INCENTIVE

**Commission**

**Incentive Pay**

**Travel Incentive\***

**Other**

Reason: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\*Travel Incentive :

Trip Destination, Dates & Purpose: \_\_\_\_\_

#Field Days to Be Paid: \_\_\_\_\_

To be entered by NSR

Itinerary Attached:  Yes  No

If additional days or space is needed, use another form or write on the reverse.

Reasoning if < 3 (1/2 day) or < 6 (full day) accounts visited during WorkWiths:

Date											
Activity	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres	<input type="checkbox"/> WW 3-4 <input type="checkbox"/> WW 6-8 <input type="checkbox"/> D/T <input type="checkbox"/> Fest <input type="checkbox"/> Pres
Pay for	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	<input type="checkbox"/> 1/2 <input type="checkbox"/> Full	

WW=Work With (#accounts visited), D/T=Wine Dinner or Tasting, Fest=Festival, Pres=Presentation

Is this proposed change in the current budget?  Yes  No

Signed/Date: \_\_\_\_\_

Controller

Approved:

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Human Resources

\_\_\_\_\_  
Date

Route To:
Human Resources _____
Payroll _____
Personnel File _____