

# Pay Structure Breakdown — Confidential Preview

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### Introduction

This document outlines the company's compensation philosophy, salary bands, allowances, variable pay components, and review cadence. This preview is confidential and intended for authorized recipients only.

### 1) Compensation Philosophy

Our compensation approach is market-competitive, performance-driven, and designed to attract and retain top talent. Base salary reflects role scope, experience, and market benchmarks; variable pay links to individual, team, and company performance.

### 2) Salary Bands (Example)

Levels are illustrative. Bands represent base salary ranges (annual, USD). Actual offers consider experience, location, and internal equity.

- Band A (Entry): \$48,000 — \$65,000
- Band B (Mid): \$66,000 — \$95,000
- Band C (Senior): \$96,000 — \$140,000
- Band D (Lead): \$141,000 — \$190,000
- Band E (Director+): \$191,000 — \$300,000+

### 3) Variable Pay (Bonuses & Incentives)

- Annual Bonus: Target 10% — 20% of base salary depending on role and level. Payout based on company performance and individual objectives.
- Spot Bonuses: For exceptional contributions outside of regular goals.
- Sales Commissions: For quota-bearing roles. Structured by ARR/NRR metrics and tiered commission rates.

### 4) Allowances & Benefits

- Health: Medical, dental, and vision plans with employer contributions.
- Retirement: 401(k) plan with company match (up to specified percentage).
- Paid Time Off: Vacation, sick leave, and parental leave policies as per employee handbook.
- Stipends: Work-from-home allowance, commuter benefits (where applicable), learning & development stipend.

### 5) Equity & Long-Term Incentives

- Stock options or RSUs may be offered to eligible employees as part of total compensation; vesting schedules vary by level and role.
- Equity decisions are based on role impact and hiring market practice.

### 6) Salary Review & Promotion Process

- Performance reviews are conducted annually, with mid-year calibration where applicable.
- Promotions are considered based on demonstrated impact, competencies, and business needs.
- Compensation adjustments follow performance outcomes and market movement assessments.

### 7) Confidentiality & Disclosure

This pay structure is confidential. Employees must not disclose compensation details except as required by law. Aggregated, anonymized compensation benchmarking may be shared at organizational levels.

## **8) Example Offer Scenario**

Position: Senior Software Engineer (Band C)

Base: \$120,000

Target Bonus: 15% (\$18,000)

Equity: RSU package over 4 years (subject to board approval)

Total Target Compensation: \$138,000 + equity (year 1 estimate)

## **9) Questions & HR Contacts**

For formal policy, local variations, or case-specific questions, contact Compensation & HR:  
[hr-compensation@example.com](mailto:hr-compensation@example.com)