



## PERIOD OF INTERNSHIP

### PURPOSE

- The considerations surrounding an Agent's trial period.
- The supervisor's responsibility to provide guidance and assess Agent's performance and conduct during the period.
- The criteria for termination of probationary or trial Agent agreement.
- The reporting procedures: Trial Period Report

The trial period is the final, most ~~policy~~ significant step in new Agent hiring process. It is the company policy to use the trial period as an opportunity to train new Agents in job responsibilities; observe on-the-job conduct and performance to determine suitability; retain Agents whose performance and conduct are fully acceptable; separate without undue formality, those Agents whose performance or conduct are deficient after the trial period; document the Company's recommendation for retention or termination on the Trial Period Form.

A Trial period is the time when Agents' conduct and performance are evaluated. They serve as an opportunity for new Agents to professional suitability and for the Company to evaluate Agents' vocational aptitude.

It is the supervisors' responsibility to ensure that Agents have every reasonable opportunity to achieve success on the job. Supervisors should specifically adhere to the following procedures:

**A.** Notify Agents of the probationary/trial period requirements during the first week of employment.

**B.** Inform Agents of job expectations in both performance and conduct. Agents must be aware of the performance standards, information on working policies and procedures, and guidelines on employee's responsibilities and conduct. Performance standards should be discussed with Agents to ensure ~~that~~ they understand the duties, responsibilities, and expectations associated with the job.

**C.** Counsel and provide feedback with regards to performance and conduct to Agents on a regular basis. It is crucial that Agents know how and where they are or are not meeting the company's expectations. If performance or conduct issues becomes obvious, supervisors should provide training or assistance to rectify the situation, and make it appropriate.

**D.** Gather documentation throughout the Agents' trial periods, reflecting both good and bad sides of performance and conduct. Document assistance offers, guidance, and training sessions in order to prove to the supervisor the employee's performance is acceptable.

## **TERMINATION**

Generally, a termination request should be supported by appropriate documentation making clear, the employee received a "fair trial". The paperwork is to be specified and must state the following detail:

1. How the employee was made aware of the performance/conduct expectations in question;
2. Guidance and training given to the employee;
3. Counseling given to the employee regarding specific conduct and/or performance deficiencies;
4. Opportunities for improvement given to the employee;
5. Details regarding performance/conduct deficiencies.

## **REPORTING PROCEDURE**

### **I. General**

Trial Period Form is used to document new Agents' performance and conduct and the Company's recommendation for retention or separation. It is essential to recognize that any separation action is non-dependent and can be made at any point during the trial period. The trial period usually lasts four weeks starting from the commencement date.

### **II. Responsibilities**

**A.** The supervisor will, not earlier than the 3rd week but not later than the 5th week of the trial period, complete the Trial Period Form (evaluation) and forward it to the reviewing official. Once the reviewing official has signed the form, the rating supervisor will:

1. If the report is satisfactory, discuss it with the employee and forward it to the appropriate of the Employee Performance File (EPF) custodian.
2. If the report recommends the employee's termination, contact the Personnel Division, for further guidance.
3. Continue to observe the Agent's performance and report any significant change which would affect the recommendation appraisal for retention or separation to Personnel Division prior to the end of the trial period.

**B.** The reviewing official will inspect the supervisor's evaluation and recommendation, make any additional comments, resolve any opinion difference with the supervisor, sign the report, and return it to the rating officer.

**C.** The EPF custodian will file the original form and any supporting documents in the EPF. The custodian will also forward the second copy of the form to the employee.

**Your duties will include:**

**- Collecting Returned/Intercepted Items**

The Agent's task is to ascertain that a product is suitable for recycling. Examine an original packaging to see if it has been opened or damaged. Electronics do not require verification of their functionality, they only need validation of their factory packaging. After the agent's report, these goods will be redirected to our various warehouses for their further implementation. We recruit agents in as many cities as possible to minimize transportation costs of the goods delivered to them.

**- Managing Data**

Keep records with incoming and outgoing tracking numbers and items.

**- Picking up mail that is being held at nearest FedEx or UPS store (within 25-mile radius from your location)**  
**(No later than next business day after requested)**

**- Forwarding of the Items**

Once you have received a parcel, you have to inspect and forward it. It is crucial to complete goods dispatching in a time-efficient manner.  
**(No later than next business day after the stamped date on the outbound label)**

**- Correspondence**

You will be submitting brief daily reports with regards to each shipment received. Monthly reports should be performed in Excel format and are to summarize all shipments completed within the past month.

**- Fees**

All fees are covered by the Company.

**Salary:**

The probationary period is four weeks (4). During this period your wage is **\$2,100.00**, paid after the 4<sup>th</sup> week of probation.  
**(Take a note, that your probation/training generally begins on the date when your 1<sup>st</sup> case completed)**

In order to get timely payments, one major condition must be fulfilled:  
**All packages, received during the probation(4 weeks), must be shipped off.**

Once the probationary period (4 weeks) is over, you will be collecting **\$3,250.00** as a monthly base salary.

**Your first wage will be granted upon the completion of the probationary period.**

The key terms and conditions of a successful trial period execution are listed below:

1. All packages received within the last 4 weeks must be shipped off.
2. No pending packages (In Transit) to the agent's address should be revealed.

**Reimbursement procedure:**

We will reimburse all reasonable business expenses, after they are approved by your manager.

You need to collect and keep every receipt for any purchase that you made related to our business (printer supplies, repackaging materials, mileage and etc.)

You have to submit this report at the end of every month to your manager. After it will be approved, mentioned amount will be added to your payroll.

**Taxes:**

Please note that all individuals engaged in our business in the United States cannot be classified or referred to as **Employees** as that term implies a wide range of taxes to be deducted from your remuneration and paid directly to the respective US revenue authorities. Therefore our US representatives will be referred to as **Agents**.

**U.S. Agents will be responsible for:**

Self-employment social security taxes, federal and state income taxes and self-employment insurance. Therefore, take a note that approximately 30%-35% of income earned through association with Our Company should be dedicated to taxes. For taxation we use form 1099, which will be supplied to the agent at the end of a year.



I am, \_\_\_\_\_,  
First Name and Last Name

Acknowledged the Detailed Job Description,

And signed into the trial program \_\_\_\_\_, 2021.  
mm/dd

Personal Signature \_\_\_\_\_

**The parties hereto agree that facsimile and any form of  
Computer-based signatures shall be as effective as the original ones.**

**Upon termination of the Trial Contract the following conditions must be satisfied:**

- 1. NO packages must be left in the agent's possession (All packages must be dispatched).**
- 2. There are have to be NO pending incoming packages (In Transit) to the agent's address.**
- 3. In case of termination of the contract agent must give a 5 day notice to his supervisor.**

**If all above conditions are well executed, the Trial Contract shall be considered successful.**

**In case of nonobservance of the contract provisions and the agent's unilateral termination of such agreement, the court will impose a fine on the agent, equal to the cost of goods in the agent's possession along with the cost of goods about to be delivered to the agent's address(in transit to his address).**

Senior Manager **Michael Cauffman.**  
On behalf of the Company  
**AL-Group Insurance Company**  
1025 Montgomery Hwy,  
Vestavia Hills, AL 35216

[www.algroupinsurance.com](http://www.algroupinsurance.com)

*Michael Cauffman*

Place your ID card (Driver's License) here and take a picture of this page. You can blur the vital information on your ID, but your name and address must be clearly seen.

Place any utility bill into your name and actual address here.

Take a photo of this page and e-mail it to your manager [Hillary McCoy](#)