Manager Sign-On Bonus Program

Split Locations

Purpose

WhiteWater Express offers a Sign-On Bonus Program to support eligible General Managers and Store Managers who have not yet been assigned to a physical location, including during their training period, while awaiting assignment to a physical location, or while waiting for a new or acquired location to open.

Eligible Positions & Bonus Structure

Eligible General Managers will receive a $350 sign-on bonus, and eligible Store Managers will receive a $250 sign-on bonus for each completed 30-day period worked, up to 90 days (3 months), while they are not assigned as the GM or SM of a physical location. The applicable bonus will be paid on the first regular payroll following completion of each 30-day period.

Additional Bonus Eligibility

General Managers and Store Managers who have not yet been assigned to a physical location in ADP may be eligible to receive up to three sign-on bonus payments while awaiting assignment to a physical location.

For purposes of this program, the Team Member ADP location must be assigned to the appropriate Split Market for their region (for example, Split Oklahoma, Split Ohio, etc.).

These ADP locations are used for payroll and administrative purposes only and do not represent a physical work location. Payroll expenses for General Managers and Store Managers who are not assigned to a physical location will be allocated across the applicable regional locations.

Roles & Responsibilities

Regional Director

- Communicates the Team Member's eligibility for the program.
- Notifies the Onboarding Team when a newly hired General Manager or Store Manager needs to be assigned to the appropriate ADP market.
- Submits a Status Change Form when a current Team Member moves to a split market.
- Partners with Payroll when an extension of the sign-on bonus may be needed.

Payroll & HR

- Provides guidance regarding program eligibility and administration.
- Reviews requests for exceptions or extensions.
- Coordinates the processing of eligible sign-on bonuses in accordance with program requirements and applicable payroll deadlines.

Bonus Restrictions & Requirements

- Sign-on bonus payments will end once the manager is assigned to a physical location in ADP Workforce Now, such as WX0101, WX0501, WX0701, etc.
- If an extension is needed, the Regional Director must submit an email request to Payroll for review and approval.
- Team Members participating in the Sign-On Bonus Program are not eligible to receive other bonuses during the same period unless otherwise approved by HR.
- A sign-on bonus is not considered earned until the designated paycheck date.
- If employment ends before the designated paycheck date, the Team Member will not be eligible to receive any unpaid sign-on bonus.

Program Administration

WhiteWater Express reserves the right to modify, amend, suspend, or discontinue this program at its discretion. The program may be reviewed periodically and revised to reflect changes in business operations, legal requirements, or company needs. Team Members will be notified of significant changes when appropriate.

Questions

For questions regarding the Sign-On Bonus Program, please contact your Regional Director or the HR Department at hr@whitewatercw.com.