



AMENDMENT TO EMPLOYEE HANDBOOK

Effective date: 03/16/2024

This document sets forth policies that are specifically applicable to Classic Tyler Motors Inc (Classic Toyota and Mercedes Benz of Tyler). To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Classic Employee handbook. Therefore, if a policy in the Employee Handbook conflicts with a policy in this addendum, employees should follow the addendum policy.

Original policy:

Salespeople are paid based on an average of previous year earnings, or a maximum of \$300 per day. Managers and salaried personnel are given time off, but do not receive additional pay. They simply continue to receive their regular compensation during their time off based on their pay plan.

(page 9 employee handbook----**Paid Time Off**)

Amended policy:

Production employees are paid based on an average of the previous year's earnings. Managers and salaried personnel are given time off, but do not receive additional pay. They simply continue to receive their regular compensation during their time off based on their pay plan.