



## **Policy: Remuneration options for unlicensed assistants**

### **BOD Approval: September 12, 2012**

Industry members may remunerate their unlicensed assistants in any manner that is agreed upon by the industry member, the broker, and the assistant. This includes a straight salary, a remuneration formula based on the salespersons commission receipts, or a combination of the two.

The method of remuneration must be documented in a written agreement and signed by the industry member and the assistant. The agreement must also be mindful of what unlicensed assistants are permitted and not permitted to do. See the *Unlicensed Assistant Duties Policy* for more information.