

Assistant General Manager Job Description



What is an Assistant General Manager?

Professional level sales and entry level management position capable of supporting basic and advance functions on both sides of the business. The role has knowledge of store systems, advance automotive system knowledge and part knowledge, and has ability for identification, trouble shooting and project assistance for DIY customers. The role has in-depth knowledge of the store inventory and maintenance processes. The role owns responsibility for maintaining company standards around operating and product processes. **AGM role is a developmental position to the General Manager role. The time in role should minimally be 9 months and is not recommended to exceed 2 years.** AGMs will participate in the GM development program. AGMs must have the ability to work in multiple store within the district, region, and area based on business needs (vacancies, inventories, etc.). Position is only full time.

Primary Responsibilities

- Provide GAS³ selling experience for DIY and DIFM customers
- Achieve personal / store sales goals and service objectives
- Manage DIY services including battery installation, testing, wiper installs, etc.
- Ensure high standards of customer service including prompt handling of any complaints for product and operational standards
- Manager on duty responsibilities (touch base/coaching, floor/phone mgmt., task assignment and completion, safety, open/close duties)
- Weekly scheduling process

Secondary Responsibilities

- Assist in backing up operations of commercial delivery program
- Provide DIY services including battery installation, testing, wiper installs, etc.

Success Factors

- Friendly communication
- Ability to locate and stock parts
- Safety knowledge and skills
- Parts and automotive system knowledge skills
- ASE P2 certified or ASE ready equivalent
- Ability to execute and train advanced solution, project and product quality recommendations
- Ability to source from numerous places including special order, FDO, second source, etc.
- Ability to execute and train all store operational processes and procedures, and testing and diagnostic equipment for DIY services
- Ability to execute and train inventory systems and store equipment
- Ability to execute and train POS and Parts lookup systems
- Ability to review and analyze P&L statement

Essential Job Skills Necessary for Success as an Assistant General Manager

- Working knowledge of automotive systems preferred
- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and upper management
- Use Microsoft software effectively (Word, Excel required – PowerPoint preferred)
- Calculate figures and amounts such as discounts, percentages, sales increases, and gross profit percent
- Ability to review and analyze business reports, such as profit and loss statement (P&L)
- Hold others accountable, inspect work quality and give feedback in a way that is inspiring
- Ability to work an assortment of days, evenings, and weekends as needed

Prior Experience that Sets an Assistant General Manager up for Success

2-3 years of experience managing a team of 10 – 20 Team Members in a fast-paced and highly dynamic retail environment

Successful experience managing profitability; proven financial and business acumen

Education

High school diploma or general education degree (GED), Bachelor's degree in business or a related area preferred

Certificates, Licenses, Registrations

ASE certification preferred, but not required

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate

Commercial Parts Pro Job Description



What is a Commercial Parts Pro?

Professional level sales position capable of supporting advanced functions on the commercial side of the business. Position is responsible for profitable growth of the commercial business via customer retention and growth. The role has expert knowledge of automotive system and part knowledge. The role has the ability to source from numerous places including special order, FDO, second source, etc. The role has the ability to direct the drivers to ensure timely and accurate delivery. Position is full time.

Primary Responsibilities

- Maintain commercial customer relationships
- Provide GAS³ selling experience commercial customers
- Achieve personal / store sales goals and service objectives
- Dispatch drivers ensuring delivery standards are achieved
- Maintain commercial stocking programs
- Build and maintain a network of second source suppliers

Secondary Responsibilities

- Maintain core bank and commercial returns
- Maintain commercial credit accounts
- Partner with GM to ensure proper driver coverage

Success Factors

- Friendly communication
- Ability to locate and stock parts
- Safety knowledge and skills
- Operating inventory systems and store equipment
- Parts and automotive system knowledge skills
- Operating POS and Parts lookup systems
- ASE P2 certified or ASE ready equivalent
- Advanced solution, project and product quality recommendation ability
- Ability to source from numerous places including special order, FDO, second source, etc.
- Advanced selling skills for commercial customers
- Ability to multi-task and remain organized
- Effective communication, listening and problem solving skills

Essential Job Skills Necessary for Success as a Commercial Parts Pro

- Working knowledge of automotive systems, and diagnostic ability to include: internal engine, suspension, brakes, electronic, exhaust, etc.
- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals; ability to write simple correspondence
- Understand and execute instructions furnished in written, oral, or diagram form

- Successfully complete the Parts Knowledge Assessment
- Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Use Microsoft software effectively (Word, Excel required)
- Strong organizational skills
- Understand Commercial profitability concepts, including knowledge of competition, market opportunities, and customer prioritization (may work with the Commercial Account Manager to determine pricing discounts for specific Commercial customers)
- Ability to work an assortment of days, evenings, and weekends as needed

Prior Experience that Sets a Commercial Parts Pro up for Success

A minimum of 3 years of prior automotive parts experience preferred

Proven sales ability with past experience in fulfillment of customer transactions

Education

High school diploma or general education degree (GED)

Certificates, Licenses, Registrations

ASE certification preferred, but not required

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

Driver Job Description

Publish Date: 07/14/2014



What is a Driver?

Entry level store position capable of supporting delivery of parts to commercial customers. The role has the responsibility to deliver parts to our commercial customers and assist with task and inventory processes in the store. This position can be part time or full time and must be MVR certified.

Primary Responsibilities

- Safely deliver parts to customers as needed
- Pick and stage parts for customer orders
- Pick up returns and cores
- Drop off weekly / monthly sales flyer
- Daily collection of credit accounts

Secondary Responsibilities

- Store Cleanliness including floors, bathrooms, facing, dusting, parking lot
- General stocking including truck stocking and back stock

Success Factors

- Basic driving and navigation ability
- Ability to use delivery board system
- Friendly communication
- Ability to locate and stock parts
- Safety knowledge and skills
- Operating inventory systems (Back stock) and store equipment

Essential Job Skills Necessary for Success as a Driver

- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management
- Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals
- Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to work an assortment of days, evenings, and weekends as needed

Prior Experience that Sets a Driver up for Success

Automotive parts experience is preferred

Education

High school diploma or general education degree (GED)

Certificates, Licenses, Registrations

Must have a valid driver's license and be fleet safety certified

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also

occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

Web Content Viewer

General Manager Job Description



What is a General Manager?

A General Manager must be committed to inspiring our team, helping our Customers succeed and growing our business with integrity. Professional level sales and management position capable of supporting functions on both sides of the business. The role requires understanding of store systems, automotive systems, parts knowledge and has the ability to identify, troubleshoot and project assist for DIY. Responsible for developing and maintaining Professional Customer relationships and program growth. Is accountable for achieving financial metrics and maintaining service and appearance standards. Position is exempt and requires a minimum of 50-55 hours per week (excluding meal break periods). The average schedule is 5-6 days a week, 11 hour shifts, including rotating nights and weekends, with an hour for lunch. Additional hours may be required based on staffing, store conditions, sales to target, and other business demands. General Managers are required to work a schedule based on the needs of the business.

Primary Responsibilities

- Achieve overall store sales goals and service objectives
- Manage and grow Professional Customer relationships/sales, including building and holding team accountable to executing Customer action plans
- Selection, hiring, development, performance mgmt., coaching, scheduling and engagement of store Team Members
- Ensure execution of all inventory and operational standards
- Coach all Team Members to deliver on Customer expectations (DIY and Professional)
- Manager on duty responsibilities (touch base/coaching, floor/phone mgmt., task assignment and completion, safety, open/close duties)
- Ability to lead change management
- Embrace diversity and foster a respectful environment for both Customers and Team Members

Secondary Responsibilities

- Provide DIY service including battery installation, testing, wiper install, etc.
- Assist District/Region in other functions upon request

Success Factors

- Friendly communication
- Ability to locate and stock parts
- Safety knowledge and skills
- Ability to become ASE P2 certified or ASE ready equivalent
- Ability to execute and train project and product quality recommendations
- Advanced parts lookup and sourcing
- Ability to source from numerous places including special order, FDO, second source, etc.
- Ability to execute and train all store operational processes and procedures, and testing and diagnostic equipment for DIY services
- Ability to execute and train inventory systems and store equipment
- Ability to execute and train POS and Parts lookup systems
- Ability to review and analyze P&L statement

- Ability to recruit, select, hire and develop quality Team Members
- Ability to build and grow relationships with Professional Customers

Essential Job Skills Necessary for Success as a General Manager

- Working knowledge of automotive systems preferred
- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with Customers, peers and upper management
- Use Microsoft software effectively (Word, Excel required; PowerPoint preferred)
- Calculate figures and amounts such as discounts, percentages, sales increases, and gross profit percent
- Ability to review and analyze business reports, such as profit and loss statement (P&L)
- Hold others accountable, inspect work quality and give feedback in a way that is inspiring
- Ability to work an assortment of days, evenings and weekends as needed

Prior Experience that Sets a General Manager up for Success

- 2-3 years of experience managing a team of 10 - 20 Team Members in a fast-paced and highly dynamic retail environment
- Successful experience managing profitability; proven financial and business acumen

Education

High school diploma or general education degree (GED), Bachelor's degree in business or a related area preferred.

Certificates, Licenses, Registrations

- Must have a valid driver's license
- ASE certification preferred, but not required

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also occasionally exposed to moving mechanical parts; high, precarious

places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

Retail Parts Professional Job Description



What is a Retail Parts Pro?

Professional level sales position capable of supporting advanced functions of the DIY business. The role has expert knowledge of store systems, advanced automotive system knowledge and part knowledge. This role has the ability for advanced identification, trouble shooting and project assistance for DIY customers. The role has the ability to source from numerous places including special order, FDO, second source, etc. The role has in-depth knowledge of the store inventory and maintenance processes. Position is full time.

Primary Responsibilities

- Provide GAS³ selling experience for DIY customer visits and phone calls
- Achieve personal / store sales goals and service objectives
- Manage DIY services including battery installation, testing, wiper installs, etc.
- Ensure high standards of customer service and store appearance standards
- Key holder responsibilities (task assignment and completion, safety, open/close duties)

Secondary Responsibilities

- Assist in store inventory processes including truck put away, shoot outs, cycle counts, back stock, etc.
- Store Cleanliness including floors, bathrooms, facing, dusting, parking lot
- Provide DIY services including battery installation, testing, wiper installs, etc.

Success Factors

- Friendly communication
- Ability to locate and stock parts
- Safety knowledge and skills
- Operating inventory systems and store equipment
- Parts and automotive system knowledge skills
- Operating POS and Parts lookup systems
- Expert at testing and diagnostic equipment for DIY services
- ASE P2 certified or ASE ready equivalent
- Advanced solution, project and product quality recommendation ability
- Advanced parts lookup and sourcing
- Advanced selling skills for DIY

Essential Job Skills Necessary for Success as a Retail Parts Pro

- Working knowledge of automotive systems, and diagnostic ability to include: internal engine, suspension, brakes, electronic, exhaust, etc.
- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals; ability to write simple correspondence
- Understand and execute instructions furnished in written, oral, or diagram form
- Successfully complete the Parts Knowledge Assessment
- Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

- Use Microsoft software effectively (Word, Excel required)
- Strong organizational skills
- Ability to work an assortment of days, evenings, and weekends as needed

Prior Experience that Sets a Retail Parts Pro up for Success

3-5 years of prior automotive parts experience

Proven sales ability with past experience in fulfillment of customer transactions

Education

High school diploma or general education degree (GED)

Certificates, Licenses, Registrations

ASE certification preferred, but not required

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

Salesperson Job Description



What is a Salesperson?

Entry level sales position capable of supporting the DIY business and achieve our sales and service objectives. The role has good knowledge of store systems, basic automotive system knowledge and basic part knowledge. The role has the basic ability to source from stores, hubs, pdq, and external suppliers. The role has in-depth knowledge of the store inventory and maintenance processes. Position can be part time or full time. MVR certification preferred.

Primary Responsibilities

- Provide GAS³ selling experience for DIY customer visits and phone calls
- Achieve personal sales goal and help store achieve its sales goals
- Provide DIY services including battery installation, testing, wiper installs, etc.
- Maintain store product and operational standards
- Responsible for inventory processes including truck put away, shoot outs, cycle counts, Back stock, etc.

Secondary Responsibilities

- Store Cleanliness including floors, bathrooms, facing, dusting, parking lot
- General stocking including truck stocking and back stock
- Safely deliver parts to customers as needed

Success Factors

- Basic driving and navigation ability
- Ability to use delivery board system
- Friendly communication
- Ability to locate and stock parts
- Safety knowledge and skills
- Operating inventory systems and store equipment
- Parts and automotive system knowledge skills
- Operating POS and Parts lookup systems
- Expert at testing and diagnostic equipment for DIY service

Essential Job Skills Necessary for Success as a Salesperson

- Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management
- Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals
- Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to work an assortment of days, evenings, and weekends as needed

Prior Experience that Sets a Salesperson up for Success

2-3 years of successful sales experience in a diverse retail environment, providing superior customer experiences

Education

High school diploma or general education degree (GED)

Certificates, Licenses, Registrations

None

Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear, and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

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2020 BENEFITS HIGHLIGHTS

YOUR 2020 BENEFIT OPTIONS

At Advance Auto Parts, we are committed to supporting your total wellbeing. That's why we provide health and financial benefits that give you choices and allow you to create a personalized package that's best for you and your family.



Medical & Prescription Drug*

- Four Anthem Medical Plans (and four Kaiser Plans in CA)
- Rx Coverage Included
- Health Care Support Service



Supplemental Medical

- Critical Illness
- Accident
- Hospital Indemnity



Dental and Vision

- Two Dental Plans Through Delta Dental
- Two Vision Plans Through EyeMed



Spending & Saving Accounts

- Health Savings Account (HSA)*
- Flexible Spending Accounts (FSAs):
 - Medical FSA
 - Dependent Care FSA
 - Combination FSA**



Life & Disability

- Short- and Long-Term Disability**
- Basic Life**
- Supplemental Life
- Universal Life
- Supplemental AD&D
- Business Travel Accident



Additional Benefits

- Choice Auto and Home
- PerkSpot
- Purchasing Power
- Commuter Benefits†
- Pet Insurance
- Identity Theft Protection
- Hyatt Legal
- Employee Assistance Program
- Employee Stock Purchase Plan



Retirement Benefits

- Advance Auto Parts 401(k) Retirement Savings Plan

*Available to Team Members with Medical

**Available to Full-Time Team Members

† Available to Full-Time Team Members and Part-Time Team Members in California

Health Benefits

MEDICAL

Medical coverage offers valuable benefits to help you stay healthy and pay for care if you or your covered family members become sick or injured. Advance Auto Parts offers you a choice of medical plans with a range of coverage levels and costs, so you have the flexibility to select the option that's right for you and your family.

Your medical plan options include:

- \$900 Deductible Plan
- \$1,850 Deductible Plan
- \$2,850 Deductible Plan
- \$4,500 Deductible Plan
- Kaiser HMO, if you live in California

Helping You Save

If you elect the \$4,500 Deductible Plan, Advance Auto Parts will contribute additional funds to your HSA: **\$150** for Team Member only coverage and **\$300** for all other coverage.

These plans offer comprehensive coverage, including preventive care at no cost when you visit an in-network provider. If you need extra protection from large or unexpected medical expenses, you may choose to add supplemental coverage to your primary medical plan.

SAVING AND SPENDING ACCOUNTS

You can save money on your health care and dependent care expenses by enrolling in and contributing before-tax dollars to a Health Savings Account (HSA) and/or Flexible Spending Account (FSA).

Health Savings Account (HSA)

Allows you to save and pay for current and future eligible health expenses with tax-free dollars. Funds in this account roll over year to year.

Combination Flexible Spending Account (FSA)

Designed to work together with an HSA for additional tax savings.

Health Care Flexible Spending Account (FSA)

Allows you to save and pay for eligible health expenses with tax-free dollars. Funds in this account do not roll over year to year.

Dependant Care Flexible Spending Account (FSA)

Allows you to save and pay for dependent care expenses with tax-free dollars. Funds in this account do not roll over year to year.

Rx Savings Solutions

Rx Savings Solutions quickly shows you ways to spend less money on prescription drugs. It is a free, confidential service that finds all other medication options that work the same way as your prescribed medication but cost you less money through your Advance Auto Parts medical plan.

DENTAL AND VISION

Advance Auto Parts also offers comprehensive dental and vision coverage.

Dental Coverage

Administered through Delta Dental. Team Members can choose between the Basic and Premier plan options.

Vision Coverage

Administered through Eyemed. Team Members can choose between the Standard and Enhanced plan options.

SUPPLEMENTAL MEDICAL

Supplemental medical plans provide cash payments in the event of a significant unexpected medical expense. You pay the full cost of coverage through post-tax payroll deductions. You can choose any combination of the following:

Accident Insurance

Supplements your primary medical plan by providing cash benefits in cases of accidental injuries.

Critical Illness Insurance

Pays you a lump-sum benefit to cover out-of-pocket expenses relating to the treatment of a serious illness.

Hospital Indemnity Insurance

Helps offset the cost of hospital stays and pays in addition to any other insurance.

WELLNESS

Wellness Incentives

Offers easy ways for Anthem plan participants to earn cash to assist with medical expenses. Team Members will receive a \$100 incentive payment for receiving an annual physical with their Primary Care Physician (PCP) or by receiving a biometric screening. Team Members will also receive \$25 for engaging with a nurse advocate, and \$100 for the completion of a program or set of established goals.

Employee Assistance Program (EAP)

Helps you and your family members live well, at home and at work. The EAP, provided by Magellan, offers free and confidential assistance to help you address personal problems, plan for life events, or simply manage your daily life better. EAP specialists are equipped to offer assistance with:

- Personal issues
- Work-Life balance
- Financial information and tools
- Legal information and resources

This service, staffed by experienced work-life specialists, is available by phone 24 hours a day, seven days a week. You can access assistance online and receive personalized, relevant information based on your individual life needs.

Livongo for Diabetes and Hypertension

Gives Team members with hypertension and/or Type 1 or Type 2 diabetes free access to:

- Web-based blood pressure monitors and glucose meters
- One-on-one coaching with personalized insights and tips
- Unlimited strips at no cost, shipped to their door



Financial Benefits

LIFE AND ACCIDENT INSURANCE

It's important to plan for your family's financial security in case the unexpected happens. That's why Advance Auto Parts provides Full-Time Team Members with basic life and accidental death & dismemberment (AD&D) insurance—and all Full-Time and Part-Time Team Members have the opportunity to purchase supplemental life and AD&D.

In addition, you have the protection of company-paid business travel accident insurance.

Basic Life and AD&D Insurance

Equal to 1 times your base annual pay. Coverage is automatic and paid for by Advance Auto Parts.

Supplemental Life and AD&D

Offers additional coverage for you, as well as coverage for your spouse and your child(ren). You pay the full cost of any supplemental life insurance and/or supplemental AD&D insurance.

Universal Life Insurance

Provides your beneficiaries with a lump-sum payment in the event of your death, in some cases free from state or federal estate taxes. This insurance is portable.

Business Travel Accident

Protects you under a company-paid business travel accident insurance policy should an accident occur while you are traveling on behalf of the company.

DISABILITY INSURANCE

The loss of income due to illness or injury can cause serious financial hardship for your family. For Full-Time Team Members, disability insurance replaces a portion of your income to help you continue paying your bills and meeting your financial obligations during this difficult time.

Short-Term Disability (STD)

Pays 60% of your salary. The company pays for 50% of this optional coverage.

Long-Term Disability (LTD)

Pays 60% of salary and is automatically provided to you at no cost by the company.

STD and LTD Buy-Up

Provides up to an additional 10% of STD and/or LTD insurance to receive a total of 70% of your salary.



FINANCIAL WELLBEING BENEFITS

Advance Auto Parts is committed to supporting your financial wellbeing—today and tomorrow. Certain Team Members can participate in the Advance Auto Parts 401(k) Plan, as well as the Employee Stock Purchase Plan.

Advance Auto Parts 401(k) Plan

Allows you to save tax-free for retirement and includes a 50% company match on the first 6% of a Team Member's pay after one year of service.

Employee Stock Purchase Program

Provides a 10% discount or the purchase of Advance stock through convenient payroll deduction.

OTHER BENEFITS AND DISCOUNTS

As part of the Advance Auto Parts benefits package, you have access to a variety of additional programs that can help save you money and provide important assistance with everyday needs.

Auto and Home Insurance

Available at a group discount and can be paid through convenient payroll deductions.

PerkSpot

Offers thousands of special offers and discounts through the PerkSpot Online Discount Mall. Purchasing Power®: Allows you to make large purchases through convenient payroll deductions.

Commuter Benefits

Allow you to make tax-free purchases on metro cards, bus passes, parking fees, and more.

Pet Insurance

Helps cover pet care expenses, including surgeries, lab fees, x-rays, prescriptions, and more.

Identity Theft Protection

Includes identity protection services and coverage through InfoArmor.

Legal Plan

Provides economical access to attorneys for legal services such as will preparation, estate planning, and family law

Eligibility for Team Members Working Less Than 20 Hours per Week

Team Members who work less than 20 hours per week have access to the following benefits and programs:

- Employee Assistance Plan
- PerkSpot
- 401(k) Plan*
- Employee Stock Purchase Plan

Eligibility for Domestic Partners and Their Children

Medical benefits for domestic partners are available only in California for Team Members' partners and their children. Team Members' domestic partners may be:

- Same-sex partners
- Opposite-sex partners, if they are California-registered domestic partners and one is over the age of 62 and eligible for Social Security

In California, domestic partners and their children:

- Are eligible for the Kaiser medical plan (no other medical plans), dental, and vision benefits
- Are not eligible for Accident, Critical Illness, Hospital Indemnity, or Universal Life insurance

* Team Members age 21 and older.

BENEFITS ELIGIBILITY

At Advance Auto Parts, your benefits eligibility will depend on your Team Member status, as shown below.

Benefit	Benefits Eligibility Status		
	Full-Time (35+ hours) ¹	Part-Time with Medical ¹ (30-35 hours)	Part-Time (Less than 30 hours)
Medical	✓	✓	
Health Savings Account (if enrolling in \$1,850 Deductible Plan, \$2,850 Deductible Plan, or \$4,500 Deductible Plan)	✓	✓	
Dental	✓	✓	✓
Vision	✓	✓	✓
Flexible Spending Accounts (Medical with the \$900 Deductible Plan only, Combination with the \$1,850 \$2,850, and \$4,500 Deductible Plans only, and Dependent Care)	✓	✓	✓
Basic Life Insurance	✓		
Optional Life Insurance	✓	✓	✓
Short-Term Disability	✓		
Long-Term Disability	✓		
Employee Assistance Plan	✓	✓	✓
Business Travel Accident	✓	✓	✓
Universal Life Insurance	✓	✓	✓
Accident Insurance	✓	✓	✓
Critical Illness	✓	✓	✓
Hospital Indemnity	✓	✓	✓
Purchasing Power	✓†	✓†	✓†
Additional Benefits (Home and Auto Insurance, Pet Insurance, Hyatt Legal and Identity Theft Protection)	✓	✓	✓
Commuter Benefits	✓‡		
401(k) Plan	✓**	✓**	✓**
Employee Stock Purchase Plan (ESPP)	✓	✓	✓
365 HUB	✓	✓	
Paid Maternity Leave	✓*		

¹ Autopart International Team Members who work 30 hours or more are considered Full-Time Team Members. Part-Time with Medical eligibility status does not apply to Autopart International Team Members.

* Must be FMLA eligible.

** Team Members age 21 and older.

† Team Members who make \$16,000 or more per year and have at least 12 months of service.

‡ Full-Time Team Members (in California, both Full- and Part-Time Team Members are eligible).

