



May 17, 2018
Greg Laubenstein
15157 W Corrine Dr
Surprise, Arizona 85379

Dear Greg,

We are pleased to offer you the position of Software Development Senior Engineer - Cloud Platform (Internal Title - 807122 : Sr AdvisorArchitecture) reporting to Doug Safford effective June 11, 2018.

This letter sets forth the basic components of your employment offer. As CVS Health offers a full range of benefits to all employees, this letter is not intended to be a comprehensive description of available benefits but instead to apprise you of the specifics of your offer.

The following are components of your offer:

Rate of Pay - Your initial rate of pay will be \$155000.00 a year, payable on a Bi-weekly basis.

Benefits - The Company offers a comprehensive benefits package for our full time colleagues. For benefits that require an eligibility waiting period, an enrollment worksheet will be mailed to your home 45 days prior to your full time benefit eligibility date.

Annual Cash Incentive - You will be eligible to participate in a CVS Health incentive plan for the current year. Under this plan your "target" award will be 15% of your annual salary. The actual award amount, if any, is determined based on your personal performance and the financial performance of the Company and your Business Unit from January 1st to December 31st of the current year and is paid by March 15th of the following year, and, in all cases, is subject to the terms of the applicable incentive plan. Any award will be subject to proration based on when you became an eligible participant.

COBRA Assistance - We will provide COBRA Assistance up to a maximum amount not to exceed \$2,500 total gross before applicable taxes. Please work with your Recruiter for information on how to calculate eligible assistance, what documentation is required, and when to expect to receive this assistance.

MyTime - You will be eligible for 18 days of MyTime annually prorated based on your start date.

Conditions of Offer - Your offer of employment is contingent upon CVS Health receiving successful results of our pre-screening process which may include confirmation that your name does not appear on any state or federal health care excluded parties list and receipt of "approved" criminal background check and "passed" drug test results.

It is also important that you understand that CVS Health does not want you to violate any agreement that you may have with any other entity by accepting or continuing employment with



CVS Health. Further, we want to ensure that you understand that CVS Health does not want you to use confidential or proprietary information from other employers in your employment with us, and in fact we prohibit such conduct.

By accepting the terms of this offer letter, you are confirming that your employment with CVS Health in this position will not violate the terms of any agreement that you may have with any other entity, and that you will not provide CVS Health with any trade secrets or any other confidential information from any prior employer. If you have not done so already, you must provide us with a copy of any non-competition, non-solicitation, and/or any non-disclosure agreement that may still apply to you.

This offer of employment is contingent upon execution of a Restrictive Covenant Agreement ("RCA") which is associated with your role. Where applicable the RCA associated with your role will be presented electronically via our e-Onboarding portal. You will not be permitted to start work unless and until this RCA is executed and returned to CVS Health.

While we hope that you have a long, successful, and rewarding career with CVS Health, this offer is for "at will" employment and is not a contract, such that either you or the Company may terminate the employment relationship at any time.

If you have any questions, please feel free to contact me. Congratulations on your new opportunity!

Sincerely,

Susan M Stellflue

Please use the following information as a checklist to guide you through your offer and orientation process. Contact your HR/Recruiter Partner with any questions.

OFFER PROCESS

Your offer of employment is contingent upon a successful completion of certain pre-screening and onboarding activities. Here are the steps you need to take to complete the offer process:

- 1. Accept your Offer:** Click on the link provided in your offer email and complete your Offer Response Form.
- 2. Complete the Background Check Authorization:** Following acceptance of your offer, you will receive an email from our background investigation provider, Certiphi. Follow the instructions in the email to provide your authorization and any additional information that may be required. Please submit these online forms as soon as possible.
- 3. Complete additional pre-screening, as required:** If required for your position, Certiphi will provide you instructions to complete your drug testing, fingerprinting, and/or TB testing and next steps. Your drug screen sample must be provided with 2 business days of your offer.
- 4. Complete an electronic I-9 in our Guardian I-9 system:** Once your pre-screening is completed (and closer to your start date) you will receive 2 emails from CVS Health with login instructions and a password. Please follow the steps in that email to complete your I-9.
- 5. Complete your new hire paperwork:** You will receive a welcome email to complete your onboarding paperwork (i.e. Direct Deposit, Emergency Contact, etc). Please follow the steps in that email to complete your paperwork.
- 6. Welcome to the team, you are all set! Details for your orientation are below.**

First Day Information

Welcome to the CVS Health team! We look forward to you joining our organization. Your recruiter or hiring manager will provide details about your first day. If you have not heard from us within two (2) business days prior to your start date, please reach out to your recruiter.

As a colleague who works remote, outside a CVS Health facility, it is important to make arrangements for complying with government regulations to verify employment authorization for your I-9 form. This is required within the first three days of employment and once this is complete, your status will proceed to be uploaded into our payroll system. Your recruiter will provide details on how to get your I-9 verified and submitted; and note, you may need to go to a physical CVS Health facility to complete I-9 verification. If for some reason you do not receive those details, please reach out to your recruiter at least three (3) business days prior to your anticipated start date. We want you to be clear on the I-9 verification process.

We have an onboarding site on MyLife, the company's intranet. It will help you onboard into the organization and your new role, as well as provide information about CVS Health and the tools and resources available. Please note key resources on the site that include colleague benefits information, a payroll calendar, and mySuccess Guide, and much more. The myLife page should



be set as the default homepage on all company computers, so you'll find it easy to access. Once you start and have a computer to use, you should take some time navigating through *myLife* > *Our Company* > *My Communities* > *Colleague Onboarding*.

Again, congratulations on joining the CVS Health family! Should you have any questions, please don't hesitate to contact your Recruiter or your leader.