



Feb 5, 2018

Conrad Mitchell
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Solon, OH 44139

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Tysons, VA 22102
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recruiting@mcdean.com
www.mcdean.com

Dear **Conrad**:

On behalf of M.C. Dean, Inc., I am pleased to extend our formal offer of employment to you as a **Security Electronics Systems Engineer Intern**. Your starting rate of pay will be **\$20.00** per hour. This is a full-time position reporting to **John Lucas**.

M.C. Dean, Inc. is a merit-based (performance-based) employer. Other terms of your employment are set forth in the M.C. Dean, Inc. Policies & Procedures Manual, which you will receive when you start employment. **Your first day of employment will be May 14, 2018, pending your acceptance of this offer. Please report to 3036 Scott Blvd, Santa Clara, CA 95045 at 08:00 AM for new hire orientation and safety training.**

As a new employee, you will serve a probationary period during your first ninety (90) days. All full-time employees will be eligible for the M.C. Dean, Inc. benefits program on the 1st of the month after sixty (60) days of employment in accordance with the eligibility requirements in place for each individual benefits plan. The benefits program will be reviewed with you in full detail on your first day of employment. At all times, your employment with M.C. Dean, Inc. will be "At-Will." This offer is contingent upon your agreement to and signature on the M.C. Dean, Inc. Employee Confidentiality, Inventions and Non-Compete Agreement.

Living accommodations will be provided near our California project location for the duration of your internship; May 15, 2018 to August 15, 2018. Housing arrangements will be made via M.C. Dean, Inc. travel department. Should you have any questions regarding your hotel arrangements, you may contact James Delamater directly at (571) 262-8244.

You are eligible for reimbursement of a rental car, should you choose to need temporary transportation. To receive your reimbursement you must enter it in the Employee Expense Report.

This offer is contingent upon your ability to produce documentation of your eligibility to work in the U.S., as required by the Immigration Reform and Control Act of 1986. It is imperative that you provide us with appropriate documentation on your first day of employment. For your convenience, we have enclosed a list of documents appropriate to meet this legal requirement. Your offer is also contingent upon the results of a drug test, a background investigation, and verification of the accuracy of the information obtained from you in the application process. Your drug test must be administered by Quest Diagnostics at least two weeks prior to your first day of employment. Please note, you will not be allowed to attend orientation or work in any capacity until M.C. Dean, Inc. receives documentation of your drug test.

We are excited about you joining M.C. Dean, Inc. As a new employee, you are joining more than 2,500 other employees working together to continue M.C. Dean's unparalleled reputation for technical excellence that began more than 60 years ago.

The information in this offer letter constitutes the entire understanding between you and M.C. Dean, Inc. concerning your employment with M.C. Dean, Inc. Any prior or contemporaneous discussions, negotiations and/or representation, whether in writing or verbal, not contained herein are superseded.

Sincerely,

David Sealock
Operations Unit Manager

DocuSigned by:

DAVID SEALOCK

578CEFB25CA49F...

Misty Miran
Sr. Manager, Employee Services

DocuSigned by:

Erin May

1466EFE3421B410...

I, **Conrad Mitchell**, agree to the terms of this offer. I understand that I must accept or reject the offer within five (5) business days of receipt.

| | | |
|---|--|--|
| Hiring Authority Initials <i>DS</i> Date <u>2/6/2018</u> | Employee Services Initials <i>EM</i> Date <u>2/6/2018</u> | Candidate Initials _____ Date _____ |
|---|--|--|



Signature _____

Date _____

| | | |
|---|--|--|
| Hiring Authority Initials ^{DS} Date <u>2/6/2018</u> | Employee Services Initials ^{DS} Date <u>2/6/2018</u> | Candidate Initials _____ Date _____ |
|---|--|--|



COMPENSATION & BENEFITS PROGRAM

SECURITY AND ELECTRONIC SYSTEMS DIVISION SECURITY AND TRAVEL DIVISIONS

2017-2018

M.C. Dean, Inc. offers a competitive benefits package and a pay-for-performance compensation. Each year, M.C. Dean, Inc. reviews its compensation and benefits package to always attract and retain the best employees.

COMPENSATION

M.C. Dean, Inc. is a pay-for-performance company. Our policy is to compensate employees for their contributions to the growth and success of the business. In addition to the base salary, M.C. Dean, Inc. also recognizes and rewards top producers with a myriad of end-of-year commendations. The following benefits are extended to all who work 30+ hours per week. Benefits are calculated on your base rate of pay.

| | |
|-----------------------------------|--|
| EVALUATIONS | Employee evaluations are conducted annually. Increases may include a cost-of-living adjustment and if eligible a merit increase. Compensation ranges, for each classification of employee, are compared annually to local compensation surveys. |
| PTO | The paid time off each employee receives increases with the length of service to the company. Employees accrue up to 3 weeks (120 hours) PTO per year. After 8 years, employees accrue up to 4 weeks (160 hours) PTO per year. After 12 years employees accrue up to 5 weeks (200 hours) PTO per year. |
| HOLIDAYS | M.C. Dean, Inc. SES Division observes 10 holidays each year. Please check the portal for the most current list. |
| HEALTH INSURANCE | Providing you with peace of mind for you and your family, M.C. Dean, Inc. offers health insurance to all employees. The coverage is provided through Kaiser Permanente (DC Metro and select counties in Georgia only), Innovation Health (DC, MD, VA only), Anthem Blue Cross Blue Shield. The eligibility period is the first of the month following 60 days. For those employees working outside of the United States for periods greater than 6 months, we offer GBG TieCare International. |
| PRESCRIPTION DRUG COVERAGE | Prescription drug coverage is included in medical plans. |
| VISION COVERAGE | M.C. Dean, Inc. offers a vision program through Guardian VSP. |
| DENTAL INSURANCE | M.C. Dean, Inc.'s dental plan, Anthem Blue Cross Blue Shield. Anthem's Dental Complete offers access to one of the largest PPO networks in the country. |

**LIFE
INSURANCE**

One of your most valuable assets is your ability to earn income and pay expenses to meet the daily living requirements for you and your family. Because your earning power is so important, M.C. Dean, Inc. provides a comprehensive life insurance plan to protect you and your family from financial hardship in the event your death or serious injury. In addition to your medical and health benefits, M.C. Dean, Inc. provides you with life insurance and accidental death and dismemberment coverage. M.C. Dean, Inc. pays 100% of the premium for this benefit and it is paid at 1x the employee's base salary up to \$250,000.

**SUPPLEMENTAL
LIFE INSURANCE**

You may choose to get additional life insurance for yourself, your spouse, and/or your children. Depending on the amount of coverage elected, you may have to provide satisfactory health evidence. Amounts over \$200,000 will require evidence of insurability. For your spouse, evidence of insurability is required for any amount in excess of \$25,000. Benefits will reduce by 33% at age 65 and an additional 33% at age 70. Benefits will terminate at retirement. This is a portable benefit.

**LONG TERM
DISABILITY**

Long Term Disability coverage protects your income if you become disabled from a sickness or injury. Through this benefit, you and your family are able to meet your day-to-day living expenses. You will be provided guaranteed monthly income benefits equal to approximately 50% of your base salary. Long Term Disability is 100% paid by M.C. Dean, Inc. for office based employees and 50% paid by M.C. Dean, Inc. for field based employees.

**SHORT TERM
DISABILITY**

Short Term Disability coverage protects your income if you become disabled due to sickness or injury. Coverage becomes effective on the 15th day out and is payable for up to 11 weeks as long as you remain disabled.

401(k)

M.C. Dean, Inc. provides a retirement vehicle and tax shelter for its employees through its 401(k) plan. With this plan, eligible employees are able to contribute portions of their income into a tax-free family of funds, which results in a reduction of taxable income and the opportunity to build tax-free equity towards your retirement. M.C. Dean, Inc. matches 33% of your first 5% deferral of salary. You may elect to defer up to 100% of your compensation for the Plan year, not to exceed the dollar limit set by law, which for 2017 is \$18,000 for members under 50 years of age and \$24,000 for over 50 years of age. Employees must be 18 years of age to participate.

EAP

Personal issues and concerns arise daily – from balancing career and life, to locating quality daycare and obtaining legal assistance, from managing relationships to handling stress and anxiety and much more. That's why M.C. Dean, Inc. is offering you an Employee Assistance Program (EAP) that responds to those increasing pressures. Completely confidential, personalized guidance services are available 24-hours a day, 7 days a week, to provide immediate help and support on a host of life and work issues. M.C. Dean, Inc. pays 100% of the premium for this benefit.

**WEEKLY PAY /
DIRECT DEPOSIT**

Employees can receive their weekly paychecks immediately through the benefit of direct deposit. Paychecks will be directly deposited into an account in the employee's name at a local financial institution.

BONUS/INCENTIVES

M.C. Dean, Inc. employees are eligible for bonuses based on their performance evaluation, safety performance, educational credits earned. Incentives are paid annually.

**TUITION
REIMBURSEMENT
RESERVE PAY
OFFSET**

Tuition reimbursement is available for employees interested in furthering their education as it relates to the position held with M.C. Dean, Inc.

Military reserve compensation is offset for up to 2 weeks of reserve duty each year

**TEAM/ACTIVITY
SPONSORSHIP**

In an effort to promote interaction and teambuilding among its employees and their respective family members, M.C. Dean, Inc. sponsors extracurricular activities that involve M.C. Dean, Inc. participation.

** With each yearly renewal period, this benefits package is subject to change without notice.*

2017-2018 DOMESTIC HEALTH/DENTAL BENEFIT COST TO EMPLOYEES

Benefits begin on the first day of the month after 60 days of employment with completion of online enrollment.

| MEDICAL PLAN OPTIONS | | | | | | | | | |
|--|----------|------------------|----------|---|----------|---|--------|-------------------------|--------|
| ** WEEKLY DEDUCTIONS – discounts may apply ** | | | | | | | | | |
| Kaiser Permanente – <u>D.C. METRO AND SELECT GEORGIA COUNTIES ONLY</u> | | | | Innovation Health HMO (DC, VA, MD ONLY) | | Innovation Health PPO HSA 1,500 (DC, VA, MD ONLY) | | | |
| Single | \$44.65 | Single | \$41.54 | Single | \$35.33 | | | | |
| EE + Spouse | \$116.26 | EE + Spouse | \$109.86 | EE + Spouse | \$100.70 | | | | |
| EE + Child | \$69.33 | EE + Child | \$78.60 | EE + Child | \$93.66 | | | | |
| EE + Children | \$97.98 | EE + Children | \$78.60 | EE + Children | \$93.66 | | | | |
| Family | \$134.89 | Family | \$126.10 | Family | \$114.53 | | | | |
| Anthem HSA 1,500 | | Anthem HSA 3,000 | | Anthem HSA 4,500 | | | | | |
| Single | \$62.16 | Single | \$39.70 | Single | \$29.53 | | | | |
| EE + Spouse | \$149.50 | EE + Spouse | \$106.97 | EE + Spouse | \$89.07 | | | | |
| EE + Child | \$106.02 | EE + Child | \$72.20 | EE + Child | \$57.97 | | | | |
| EE + Children | \$106.02 | EE + Children | \$72.20 | EE + Children | \$57.97 | | | | |
| Family | \$179.38 | Family | \$122.66 | Family | \$98.77 | | | | |
| Discount Program | | | | | | | | | |
| **No discount – Premiums for employees who are not engaged in the Go365 wellness program and are tobacco users | | | | | | | | | |
| One (1) discount – Premiums for employees who are engaged in the Go365 wellness program but are tobacco users Or | | | | | | | | | |
| One (1) discount – Premiums for employees who are not engaged in the Go365 wellness program and are not tobacco users Or | | | | | | | | | |
| Two (2) discounts – Premiums for employees who are engaged in the Go365 wellness program and are not tobacco users | | | | | | | | | |
| DENTAL PLAN OPTIONS | | | | | | VISION PLAN OPTIONS | | | |
| WEEKLY DEDUCTIONS | | | | | | WEEKLY DEDUCTIONS | | | |
| ANTHEM LOW PLAN | | ANTHEM MID PLAN | | ANTHEM HIGH PLAN | | GUARDIAN BASIC VISION | | GUARDIAN PREMIUM VISION | |
| Single | \$2.28 | Single | \$4.80 | Single | \$6.47 | Single | \$1.01 | Single | \$1.77 |
| EE + Spouse | \$6.56 | EE + Spouse | \$11.42 | EE + Spouse | \$14.64 | EE + Spouse | \$1.98 | EE + Spouse | \$2.75 |
| EE + Child(ren) | \$7.02 | EE + Child(ren) | \$12.13 | EE + Child(ren) | \$15.52 | EE + Child(ren) | \$2.08 | EE + Child(ren) | \$2.84 |
| Family | \$10.70 | Family | \$17.82 | Family | \$22.55 | Family | \$3.28 | Family | \$4.05 |

** Open Enrollment for Health/Dental plans is in September/October. These figures are subject to change at that time every year should we experience rate increases or change plans. You will be notified of this during the Open Enrollment period. Once you've successfully enrolled in health benefits, changes can be made at any time before your benefits kick in at 60 days. After your enrollment eligibility date, you must have a qualifying event to change level of benefits or wait until Open Enrollment.*

2017-2018 INTERNATIONAL HEALTH/DENTAL BENEFIT COST TO EMPLOYEES

Benefits begin on the first day of employment.

| Medical Coverage | Weekly Deductions | Monthly Deductions | Dental Coverage | Weekly Deductions | Monthly Deductions |
|-------------------------|--------------------------|---------------------------|------------------------|--------------------------|---------------------------|
| Single | \$9.26 | \$40.13 | Single | \$4.75 | \$20.57 |
| Employee/Spouse | \$38.87 | \$168.44 | Employee/Spouse | \$13.29 | \$57.57 |
| Employee/Child(ren) | \$27.79 | \$120.42 | Employee/Child(ren) | \$16.25 | \$70.41 |
| Family | \$53.63 | \$232.40 | Family | \$22.56 | \$97.74 |

** International health plan year is April 1, 2017 – March 31, 2018. Open Enrollment for Health/Dental plans is in March of each year. These figures are subject to change at that time every year should we experience rate increases or change plans. You will be notified of this during the Open Enrollment period. After your enrollment eligibility date, you must have a qualifying event to change level of benefits or wait until Open Enrollment.*

LISTS OF ACCEPTABLE DOCUMENTS**All documents must be UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|---|-----------|---|------------|---|
| 1. U.S. Passport or U.S. Passport Card | | 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION |
| 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) | | 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address | | 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa | | 3. School ID card with a photograph | | 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| 4. Employment Authorization Document that contains a photograph (Form I-766) | | 4. Voter's registration card | | 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal |
| 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. | | 5. U.S. Military card or draft record | | 5. Native American tribal document |
| | | 6. Military dependent's ID card | | 6. U.S. Citizen ID Card (Form I-197) |
| | | 7. U.S. Coast Guard Merchant Mariner Card | | 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| | | 8. Native American tribal document | | 8. Employment authorization document issued by the Department of Homeland Security |
| | | 9. Driver's license issued by a Canadian government authority | | |
| | | For persons under age 18 who are unable to present a document listed above: | | |
| | | 10. School record or report card | | |
| | | 11. Clinic, doctor, or hospital record | | |
| | | 12. Day-care or nursery school record | | |
| 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | | | | |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.