



Friday, December 1, 2017

Summer Shields  
54 Remington  
Irvine, CA  
92620

Dear Summer,

Congratulations and welcome to Verizon! Verizon is making our society better by changing how people live, work, and play, and your career path has put you on this exciting journey. Our success is driven by people like you who are inspired to do work that matters.

## Your job.

Here's what you need to know:

- Expected start date\*: Monday, December 11, 2017
- Job title: Client Acct Mgr I Telogis
- Job type: Regular Full-Time
- Supervisor: Brett Banner
- Location: 20 Enterprise, Ste 100, Aliso Viejo, CA, 92656
- Pay schedule: Bi-weekly
- Annualized base salary: \$55,000.00

\*Your start date depends upon meeting the conditions outlined further in this document.

### Sales positions.

We support and reward your success. You are eligible to participate in the Verizon Sales Compensation (Sales Comp) plan. Although actual dollars earned may vary depending upon individual or team performance, the annual Target Incentive for your position at 100 percent attainment is \$30,000.00.

Sales Comp awards are typically paid monthly or quarterly. The specific details of your Sales Comp plan will be shared with you by your sales management team after you start. As a condition of employment, you will be required to review and accept your specific Sales Compensation Plan. Your continued employment is also contingent upon successful completion of sales training.

## Why Verizon?

### Total rewards.

Pay isn't the only thing that matters. Our Total Rewards also deliver first-class benefits to help you achieve your personal and professional goals. Comprised of base pay, short-term incentive and/or sales incentive, recognition awards, wealth accumulation programs, and health and welfare benefits, this rewards package provides you what you need for today and for your future. Couple all this with our commitment to help you learn and grow and you have the tools necessary to achieve your goals.

### Wealth accumulation.

You will be eligible to participate in our best-in-class 401(k) Savings Plan. With a dollar-for-dollar match on the first 6% of your contributions as a percentage of your eligible pay, and with additional corporate profit sharing of up to 3% of eligible pay annually, the Plan can really help you build a secure financial future. Our plan is rated among the best in corporate America, and we're always working to make it better. When it comes to saving for your future, better matters. Detailed information regarding the 401(k) Plan will be sent to your home shortly after your hire date.

### Vacation and personal time.

Life's busy. We understand the need for balance between the demands of work and life. Vacation, company holidays, and personal days provide time-off options for the flexibility you need. For full-time employees:

- Vacation Days: Vacation days are based on years of service. For the first four years, you are eligible to accrue 10 vacation days annually. Vacation days are pro-rated based on your date of hire. If you are hired after September 30, you will not accrue any vacation time in the current year.
- Personal Days: You are eligible for seven personal days annually. Personal days are also pro-rated in your first year based on your start date.



Part-time employees who work 20 hours or more in a week receive pro-rated vacation accruals based on their work schedule.

**Health coverage.**

We are proud to provide you and your family with access to a comprehensive package of affordable, high-quality medical, dental and vision care, wellness resources, and disability and insurance programs. You'll be receiving an email from the Verizon Benefits Center with step-by-step instructions on how to enroll.

*More information on many of the benefit programs mentioned above will also be provided to you when "summary plan descriptions" (commonly called SPDs) are distributed to you soon after your start date. You will receive an e-mail approximately 1 week after your start date that will advise you how to access the SPDs on the BenefitsConnection website. There are also several formal plan documents that relate to the compensation and benefit programs mentioned above, and following your start date you can request copies of those documents by calling the Verizon Benefits Center at 1-855-489-2367.*

## Important information.

**Pre-employment screening.**

Your employment offer, and continued employment, is contingent upon passing a background check. We must receive your screening results before your anticipated start date. We will contact you to confirm your results and finalize your start date.

**I-9 employment eligibility verification.**

We are required to verify your identity and your current authorization to work in the U.S. There are two Sections to complete the I-9 process:

- Section 1: You can complete this in the prehire portal before your first day of work, and
- Section 2: We will review your documents and complete this when you start. Prepare now to make sure that you have the [required documents](#) to bring with you on your first day. All documents must be original and unexpired.

Verizon uses E-Verify to confirm your eligibility to work. That means that we will be comparing the information from your I-9 to online records from the U.S. Department of Homeland Security and the Social Security Administration. You must submit your Social Security number for this portion of the verification.

**Employment-At-Will.**

This offer is not an employment contract and does not change Verizon's right to terminate employment at-will with or without cause or notice.

**Code of conduct.**

Integrity is at the core of who we are. During your first week, you will be asked to complete Code of Conduct training. Completion and compliance with our Code of Conduct is a condition of continued employment.

## What's next?

1. Please review and accept the offer letter on the [prehire portal](#).
2. Be sure to review and/or sign all other documents in the [prehire portal](#) before your first day.

If you have any questions, please contact me at 847/725-3502 or [revelina.buschbacher@fleetmatics.com](mailto:revelina.buschbacher@fleetmatics.com) and again, welcome to Verizon!

Revelina Buschbacher  
**Global Talent Acquisition**

*The terms and conditions of this offer letter may not be altered. The original offer letter will remain on file with the Human Resources department. In the event of any discrepancies, the terms of the original offer letter will control.*