

November 2, 2018

Welcome to MAXIMUS!

We are excited that you are joining the MAXIMUS family on November 17, 2018. It is important to give you the information you need to make your transition to MAXIMUS as easy as possible. Over the coming weeks, representatives from MAXIMUS will provide virtual and in-person assistance to support this change and provide you with detailed benefits and policy information. We know that you have many questions about MAXIMUS and we will do our best to get you timely information. In the meantime, this letter confirms your employment with MAXIMUS and your compensation, benefits and compliance requirements.

Employment Details

We understand that transitions can be stressful. We are committed to providing the information you need and answering questions in a timely fashion. First things first, we are pleased to confirm that your job function, SCA benefits and SCA rate of pay will remain unchanged.

We understand that your tenure is important. Therefore, your prior years of service with GDIT will be recognized by MAXIMUS.

MAXIMUS is in the process of changing our payroll and timesheet schedules. We are moving from a semi-monthly pay basis, or 24 paychecks per year, to a biweekly pay basis, or 26 paychecks per year, beginning December 16. This means that your first two paychecks will be received on December 7 (November 17 – 30 pay period) and December 21 (December 1 – 16 pay period). Details about these paychecks can be found in your Frequently Asked Questions, available by visiting [maximus.com/welcome](https://www.maximus.com/welcome). Beginning in January 2019, you will receive your paycheck every other Friday.

You will have an opportunity to review your employment-related details in Workday, the MAXIMUS Human Resource Information System (HRIS), starting November 17. Additional information on how to access Workday will be provided at that time.

Incentive Opportunities

We know that incentives and recognition are important motivators. This is why MAXIMUS will continue to offer the various GDIT incentives offered within your program through 2019. This will give us some time to better understand what works and develop similar or new programs in 2020.

Paid Time Off (PTO) – Formerly known as Vacation Time

We all need time to recharge and refresh our minds from time to time, and vacation is a priority during transitions. Based on your tenure with GDIT, you will continue to be eligible for annual block grants of vacation time, which MAXIMUS refers to as Paid Time Off (PTO). GDIT will pay out your unused vacation leave balance and personal purchased time off in your last paycheck. This means that your vacation balances will not transfer to MAXIMUS. Since this transition is taking place during the holiday season, you may already have pre-approved scheduled time off. MAXIMUS has determined that you will be able to take vacation time in advance of receiving your annual PTO block grant, up to 16 hours through May 31, 2019. You may also request to take approved time off (ATO) without pay, with supervisor approval.

After you transition and following your anniversary date with the contract, you will receive your full annual PTO block grant. Please keep in mind that if you have a negative PTO balance at the time of your block grant, your balance will be offset by the negative hours used.

Sick Leave

Life happens and we understand you may need to take time off from work to nurse a cold or care for a sick family member. Your current GDIT sick leave balance will transfer to MAXIMUS and will be accessible in the MAXIMUS timesheet system. Sick leave will continue to accrue with MAXIMUS each pay period, based on hours worked, starting on November 17, 2018. Full-time employees can expect to accrue up to 32 hours annually. Part time employees will accrue sick leave on a prorated schedule based on hours worked.

Benefits

There are no changes to your benefits. Your current health and welfare benefits will continue through your current benefit providers and plans. If you pay premiums for your benefits coverage, those benefit premiums will remain the same. You do not need to take any action at this time.

To ensure a smooth transition, and to add to your peace of mind, your current 401(k) elections will be transferred to our payroll system. You can expect the same deductions and deposits into your 401(k) Plan with Fidelity as before. Your contributions will be mapped to the appropriate Target Date Fund in the Fidelity system. You can log into your Fidelity account to make any changes you wish. Fidelity will be happy to work with you directly to change your investment elections.

Compliance Training

As a new MAXIMUS employee, you will be required to complete the Corporate Compliance Training (CCT) requirements by April 15, 2019. It is essential that you comply with the training requirements within the specified period of time. These trainings will help you better understand policies that may impact your job requirements.

Please note that the CCT is a requirement to remain in good-standing with the Company. While transitioning to a new company can be hectic, it is critical that you complete the courses and satisfy the CCT requirements by the April 15, 2019 deadline.

Contingencies

There are additional requirements as you embark on your journey with MAXIMUS. Some of these requirements are internal MAXMUS requirements, such as completing:

- the MAXIMUS standard Confidentiality and Restrictive Covenant Agreement (C&RC) and
- the Authorization to Release Information (ARI) form

You will receive an email once you become an employee that will provide instructions for completing these forms. Please note that both of these documents must be completed by March 31, 2019 as a requirement to remain in good-standing with the Company.

There is another legally required item that may need to be completed after November 17.

- Verification of your legal right to work in the United States through an E-Verify form audit, which may result in a need to complete a new I-9, contingent on the outcome of the audit results.

Employment- At-Will

As with GDIT, your employment with MAXIMUS is on an at-will basis, which means that you or MAXIMUS may terminate the employment relationship at any time. Please note that this letter is not a contract of employment and nothing in this letter, nor any other oral or written representations, are intended to alter the at-will nature of your employment with MAXIMUS.

MAXIMUS Transition Survey

Once you have time to settle in, we will send you a brief online survey to help us understand what we did well and what we could have done better during this transition. It is important that we are available to answer all of your questions and concerns. We are committed to improving upon these processes in the future. Stay tuned for the survey sometime after the holidays.

If you get stuck and need help...

We're here to help! We would love to hear from you, especially when we're not meeting your expectations or you need additional information. Visit us at [maximus.com/welcome](https://www.maximus.com/welcome), which includes a "Contact Us" link to submit questions if you still need assistance.

We look forward to November 17, and hope you are excited about starting your journey with MAXIMUS too!

Sincerely,



Mark S. Andrekovich

Chief of Human Capital
MAXIMUS Inc.

Attachments:

Frequently Asked Questions as of November 2, 2018

Integration: Day 1 Affected Employee Guide - All employees (SCA + Non-SCA)

Version 2, updated November 2, 2018

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A. Welcome

This is the beginning of a new chapter for MAXIMUS as we welcome you to our team.

You are joining one of the most trusted and respected government services companies. We are excited to greatly enhance our scale and position in the U.S. Federal market, and for the opportunities this creates for all of us.

Together, we now offer federal agencies a broader range of services that includes our collective software, information technology and business process management expertise. The demand for our comprehensive solutions at the federal level continues to increase, and, as such, agencies need best-in-class partners like us to transform and operate their government programs.

Before we address integration, we wish to recognize your dedication to unparalleled customer service through your work at General Dynamics Information Technology (GDIT). We appreciate your positive track record and accomplishments in supporting critical government programs and helping citizens get the services they need.

Our goal is to ensure a thoughtful integration of our businesses. Members of MAXIMUS and GDIT have been diligently working on a detailed integration plan to address all areas of the business. This involves the coordination of many details, some of which are already underway and others that will be carried out in the coming months. We appreciate your patience as we work through the integration.

We are excited to welcome you on this journey as we capitalize on our mutual success and begin the next chapter for MAXIMUS and MAXIMUS Federal.

Bruce L. Caswell
Chief Executive Officer
MAXIMUS

Thomas Romeo
General Manager
MAXIMUS Federal

B. About MAXIMUS and MAXIMUS Federal

You will become part of MAXIMUS.

This means you will be part of our global operations that spans the United States, Australia, Canada, the Kingdom of Saudi Arabia, the United Kingdom and Singapore.

Since 1975, MAXIMUS has operated under our founding mission of *Helping Government Serve the People*®. We are headquartered in Reston, Virginia. MAXIMUS is publicly traded on the New York Stock Exchange under the ticker symbol MMS.

You can learn more about MAXIMUS and view bios for our leadership team by visiting our corporate website [maximus.com](https://www.maximus.com).

You will become part of MAXIMUS Federal.

MAXIMUS Federal is a segment of MAXIMUS and has decades of experience in managing the most complex, challenging and mission-critical U.S. Federal government programs. We strive to help agencies achieve results that improve the citizen experience and ultimately help federal programs work more effectively and efficiently. Our aim is to achieve outcomes that matter so that government can better serve its citizens.

MAXIMUS Federal is headquartered in Falls Church, Virginia.

You can learn more about MAXIMUS Federal by visiting our website [maximus.com/federal](https://www.maximus.com/federal).

C. Frequently Asked Questions: Human Resources

1. When will GDIT employees become MAXIMUS employees?

GDIT employees will become MAXIMUS employees following the close of the purchase. GDIT and MAXIMUS anticipate the purchase to close on November 17, 2018.

2. Will my job change?

Employees should continue to report to the same work locations and teams. At this time, no change is expected. It is business as usual.

3. Will I receive credit for my service with GDIT?

Yes, GDIT service dates will be recognized by MAXIMUS. We understand the importance of retaining your service date, especially as they impact your leave or vacation and 401(k) vesting.

4. I have time off scheduled in November and December that was already approved by GDIT. Can I still take it?

Yes. You may also refer to your Benefits FAQ Packet for additional information.

5. When will paychecks come from MAXIMUS instead of GDIT?

You will receive your paycheck from GDIT until the close of the deal. Following the close of the deal, you will receive your paycheck from MAXIMUS. Further communication will be provided about the exact timing and any actions you may need to take to ensure continuity with direct deposit.

6. Which company's policies do I now work under?

Until further notice, you will continue to follow GDIT's policies. Following the close of the purchase, you will begin to follow MAXIMUS policies and the MAXIMUS authority matrix. You will receive additional communications at that time.

7. Will I be able to verify my employee information in the MAXIMUS HR system?

Yes, you will have an opportunity to provide feedback on any information that may need to be corrected or updated after the close of the purchase.

8. When will I be able to verify my employee information in the MAXIMUS Human Resources (HR) system? What is the process to do so?

You will have access to the MAXIMUS HR system shortly after your start date as a MAXIMUS employee.

We are committed to ensuring the accuracy of all employee information in our systems and will provide a process for submitting corrections shortly. Any updates will be made in a timely fashion.

9. Do I have to sign a Confidentiality and Restrictive Covenant (C&RC) agreement with MAXIMUS?

All MAXIMUS employees must have a signed C&RC agreement on file in order to be eligible for future promotions, bonuses and severance pay. You may choose not to sign the C&RC agreement; however, you will not be eligible for future promotions, bonuses or severance. More information about this document, along with an opportunity to complete it electronically once you are an employee, will be provided in the near future.

10. Who will be the point of contact for any human resources questions I have regarding the transition?

Please contact your current GDIT Human Resources representative.

11. Will everyone transferring to MAXIMUS be required to provide I-9 documentation?

MAXIMUS will validate that employees have a valid I-9 on file. New documentation will be required from any employees discovered to be missing valid documentation.

12. Should we continue to update our eRes, the GDIT corporate resume database?

No. However, you will be requested to provide a resume in the MAXIMUS database. More information will be provided.

13. Do we need to keep up with GDIT required training?

Yes, you should continue to keep up with your GDIT required training until you become a MAXIMUS employee on November 17, 2018.

14. Will verbal and written warnings transfer to MAXIMUS?

Yes, existing disciplinary actions will remain on file.

15. When are employees eligible for a promotion with MAXIMUS?

Employees who have completed at least six (6) months in their current position are eligible to apply for a posted position. In addition, employees are eligible for a promotion during the annual performance review and salary planning cycle. In order to be included in that review cycle, employees must have been employed with the organization for at least six (6) months prior to the time title and salary changes are scheduled to occur. MAXIMUS staff on corrective action plans are not eligible for transfer or promotional opportunities until they have satisfactorily completed the Corrective Action Plan (CAP).

16. Will I be expected to complete any training after becoming a MAXIMUS employee?

Yes, you will be informed of any required training and will be directed to the appropriate site in order to complete the training.

17. Will my current training transcript transfer over to MAXIMUS?

We will have access to records of previous trainings, however we are not transferring any prior transcript information over our system.

18. Will I need to update my certifications in any MAXIMUS system?

MAXIMUS uses the Human Resource Information System called Workday. Any certification information you may want to maintain as part of your personal profile will need to be updated in our Workday system.

19. Will my past performance evaluations be automatically transferred over?

We will have access to records of previous performance evaluations, however we are not transferring any prior performance evaluations over to our system.

20. I am currently taking courses online in our MyLMS system, can I continue in MAXIMUS?

We are currently evaluating the courses and content from the MyLMS system at GDIT to determine if any may transfer over to our MAXIMUS Workday system. MAXIMUS has a catalog of eLearning and other courses currently in our system that you will have access to once you are fully transitioned over to MAXIMUS.

21. How will workplace accommodations be handled? Will they carry over?

Existing accommodations will remain in place at this time. MAXIMUS routinely reviews accommodations to ensure they are still needed. Further information will be discussed with individual employees regarding their own accommodation as needed. New accommodation requests will be reviewed on a case-by-case basis.

D. Frequently Asked Questions: Benefits

SCA Employees, please refer to your benefits Frequently Asked Questions on the welcome portal at maximus.com/welcome.

Non-SCA Employees, please refer to your benefits Frequently Asked Questions on the welcome portal at maximus.com/welcome.

1. What will happen to my 401(k)?

Your current 401(k) contribution amount will be moved into Fidelity, the MAXIMUS 401(k) administrator. You will receive additional information on how to change your investment funds and roll-over existing 401(k) balances in the near future.

2. Will I be eligible for FMLA since I technically won't have worked at MAXIMUS for 12 months? Will Matrix be used to coordinate FMLA?

MAXIMUS is crediting your service time from GDIT so your FMLA eligibility will remain the same. Matrix will not be used. FMLA coordination will transfer to the MAXIMUS leave system, which is managed by MetLife.

3. What happens to my JIFF rewards for biometrics?

They will continue “as is” until you become a MAXIMUS employee. Remaining points and balances will expire on November 17, 2018. At this time, MAXIMUS does not have a comparable program.

4. Will the GDIT Education Assistance Program transfer to MAXIMUS?

Employees who are currently approved or enrolled to participate in the program will continue to receive the same benefits through 2019.

5. Will we have an employee discount program similar to the current Working Advantage program that GDIT uses?

MAXIMUS has discount programs with certain organizations. These programs are not as broad as the current Working Advantage program.

6. Can open cases with MetLife Legal continue after the transfer to MAXIMUS?

All legal cases that are opened prior to November 17, 2018 will remain an open case with MetLife legal until the case is closed.

E. Frequently Asked Questions: Payroll, Finance and Accounting

1. When will I get my first paycheck from MAXIMUS?

You will receive your first paycheck on Friday, December 7, 2018 for hours worked during the November 17-30, 2018 pay cycle.

2. How will I sign up for Direct Deposit?

You will be able to sign up for direct deposit on November 17, 2018 in Deltek Time & Expense. Directions will be provided on how to submit your expense reports.

3. Will my W4 information transfer to MAXIMUS?

You will need to re-submit your W4 information. Further instructions will follow on November 17, 2018.

4. Will I receive a different W2 from GDIT and MAXIMUS?

Yes, you will receive two (2) W2s, one from GDIT and one from MAXIMUS for 2018.

5. How will payroll deductions and income withholding orders be handled, such as child support?

Employees may notify the courts in advance of the employer change. Otherwise, the courts will notify MAXIMUS, per their standard practices. You may experience a few paychecks where these withholding orders are not yet in place due to official notification timing from the courts to MAXIMUS.

6. What happens to outstanding expense reports?

GDIT will need to complete the processing of outstanding expense reports before the purchase closes on November 17. Expenses submitted after November 17 will be submitted to MAXIMUS through Deltek Time & Expense. Directions will be provided on how to submit your expense reports.

7. Will the vacation and leave payout from GDIT be on my last GDIT paycheck or a separate check?

GDIT will provide your leave payout on your last GDIT paycheck.

8. When do I have to stop using my GDIT AMEX card?

You will have to stop using your GDIT AMEX card on or before November 16, 2018.

9. When will I receive a new purchasing credit card? Is there anything I must do to receive a new purchasing credit card?

MAXIMUS has a purchasing card (P-card) program and will provide new P-cards shortly after November 17, 2018. MAXIMUS does not currently offer travel cards. Our travel policy is that MAXIMUS pays directly for airfare/rail travel, and traveling employees use their personal cards (or request a travel advance) for lodging and other costs. These are then submitted for reimbursement.

F. Frequently Asked Questions: Miscellaneous

1. What should I do if someone from the media contacts me to provide a statement on behalf of the Company?

Please refer them to your GDIT media contact.

2. What should I do if I get questions from clients about the transaction?

Please refer them to your GDIT supervisor.

3. Will our email address or access to GDIT systems change?

You will continue to have access to your GDIT email on November 17, 2018 and beyond. Once you become a MAXIMUS employee, you will also be issued a MAXIMUS email address. You will have access to both email addresses and eventually all employees will be transitioned to the MAXIMUS email environment.

4. Will Vangent emails forward to MAXIMUS email addresses?

No. However, for the time during which you maintain access to your GDIT email, you will have access to any Vangent emails that are being forwarded to that account.

5. What is the specific date that GDIT employees will become MAXIMUS employees?

You are expected to become a MAXIMUS employee on November 17, 2018.

6. Will security clearances transfer?

The clearance follows the employee. However, it depends on the agency if they accept previous eligibility (clearance) or if they choose to require another investigation under that agency's name.

7. Who do I contact with questions about other GDIT benefits and programs?

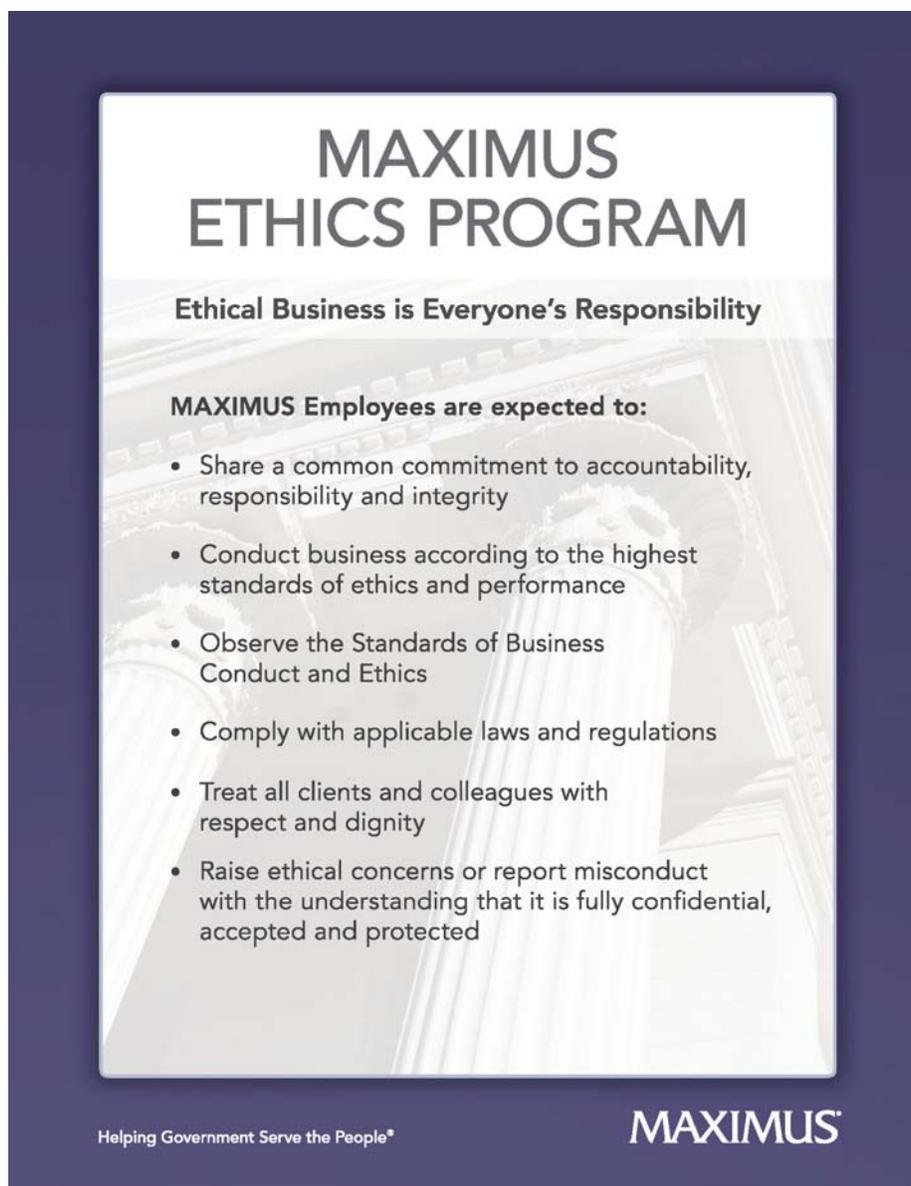
Please contact your GDIT HR Answers team.

If your questions have not been addressed, please [contact](#) GDIT.

G. MAXIMUS Ethics Program

Through the years, MAXIMUS has earned a reputation for service excellence and an unwavering commitment to the highest ethical principles and values. To maintain this reputation, we must consistently demonstrate the highest standards of accountability, integrity, responsibility and ethics in our daily activities, across the organization and around the globe.

MAXIMUS has [Standards for Business Conduct and Ethics](#) that all MAXIMUS directors, officers, employees and consultants must follow. Ethics at MAXIMUS is more than simply following a particular rule or law; it's a shared commitment to hold each other accountable to the highest standards of business conduct.



**MAXIMUS
ETHICS PROGRAM**

Ethical Business is Everyone's Responsibility

MAXIMUS Employees are expected to:

- Share a common commitment to accountability, responsibility and integrity
- Conduct business according to the highest standards of ethics and performance
- Observe the Standards of Business Conduct and Ethics
- Comply with applicable laws and regulations
- Treat all clients and colleagues with respect and dignity
- Raise ethical concerns or report misconduct with the understanding that it is fully confidential, accepted and protected

Helping Government Serve the People®

MAXIMUS®

Integration: SCA Employee FAQ's

Version 2, updated November 2, 2018

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1. Frequently Asked Questions: SCA Employee Benefits

1. Will salaries change when individuals become MAXIMUS employees?

Your current salary will not change as a result of this transition.

2. Will my health and welfare benefits with MAXIMUS change?

No. Your benefits, as they stand today with GDIT, will not change.

3. When will my health and welfare benefits with MAXIMUS become effective?

The health and welfare benefits in place for you and your dependents will continue, without interruption, in order to ensure a smooth transition to MAXIMUS.

4. What if I already have a scheduled medical or dental appointment, will I be able to keep it?

Yes. This transition will have no impact on employee benefits coverage, or any scheduled appointments.

5. What will happen to my accrued, but unused vacation time?

GDIT will cash out any accrued, but unused vacation hours you may have after the MAXIMUS transition is closed.

You will be eligible for your next vacation block grant following your next service date anniversary. More information will be provided, following the deal close.

6. What will happen with vacation buy-up that was purchased from GDIT?

GDIT will pay out all unused vacation balances when you become a MAXIMUS employee, including remaining buy-up balances. This will be included in your final paycheck from GDIT.

7. Does MAXIMUS have a vacation buy-up program?

SCA employees will continue to have the ability to buy-up vacation at MAXIMUS.

8. Will the Federal Civilian attendance policy be changed?

There are currently no plans to change this policy. We understand there may be concern around taking time off without an available PTO (vacation) balance. If you had previously been approved to take time off, there will be no negative impact to your attendance scorecard for taking that previously scheduled time off from work.

9. Does MAXIMUS observe the same holidays as GDIT?

SCA employees will continue to be eligible for the same holidays provided under the applicable Wage Determination (WD).

10. How is sick leave being handled for SCA employees?

Your current GDIT sick leave balance will transfer to MAXIMUS and will be accessible in the MAXIMUS timesheet system.

When you become a MAXIMUS employee on November 17, 2018, you will continue accruing sick leave with MAXIMUS based on hours worked, up to a maximum of 32 hours per year. Part-time employees will accrue a pro-rated amount of sick leave based on hours worked.

11. Will I still have Long Term Disability and Short Term Disability?

Benefits for SCA employees will remain the same. You will continue to have the same Long Term and Short Term Disability benefits as you do today.

12. What happens to the money in my GSA premium reserve accounts?

There is no change to your GSA premium reserve accounts. Your benefits are transferring over to MAXIMUS. Your GSA benefits will remain the same.

13. What happens to my 401K loans?

Your current 401(k) loans originating with GDIT and the GDIT retirement plan will continue to be in effect. You will receive a coupon book to continue payments directly with Fidelity. Your loans will not be deemed as income as long as you continue making timely payments. Please contact GDIT/Fidelity for more information.

14. Will Employee Assistance Plan counseling sessions be extended until they are used?

There is no change to your benefits. Therefore, you will be able to continue your Employee Assistance Plan counseling sessions under the same terms set forth under the program.

15. Will Voluntary Life Insurance and Supplemental Life Insurance for children be offered for 2019?

Yes, this will continue to be offered since the GSA benefits program is moving over to MAXIMUS and will remain unchanged.

16. Who do I contact with questions about other GDIT benefits and programs?

Please contact your GDIT HR Answers team.

If your questions have not been addressed, please [contact](#) GDIT.