



**Allied Universal Security Services – City of Richmond
MEMO**

From: Norman Smith
Allied Universal (AUS) City of Richmond Area Account Manager
To: Allied Universal (AUS) Supervisors and Officers
Date: Monday, December 12, 2016
Re: Employee Handbook and Employee Vacation and 401(k) Benefits

Please Pass This On To All Posts and place in the READ FILE!

Please be advised clarification has been made concerning the legacy AlliedBarton vacation and 401(k) benefits as specified in the newest version of the Allied Universal Employee Handbook distributed on Friday.

The change to the vacation and 401(k) Benefits package ONLY pertains to new accounts going forward. All current legacy Security Professionals (SP) vacation packages and 401(k) Benefits Packages will remain and WIL NOT Change.

Clarification from Allied Universal:

This Employee Handbook contains our “go forward” approach for **new accounts relative to the Anniversary Bonus Program**, which is provided annually to employees as a recognition for service. **This part of the Handbook is intended to represent the standard program for the vast majority of legacy Universal accounts, and the standard for new accounts sold going forward.**

Unfortunately, in the focus on the handbook getting launched in general, we missed on pre-communicating what that section means to existing employees in legacy AB accounts that currently have vacation plans. This has created some confusion with primarily legacy AB Managers.

This memo is to further clarify:

· There is **no change** to any accounts or jobs at this time – whatever program is in place today, remains in place until further notice. All employees should be advised that whatever program they are on today remains in effect regardless of language in the Handbook – it does not alter their current program. Specifically:

- o Legacy AB account with standard AB vacation plan – remains in effect as currently administered
- o Legacy Universal account currently using Anniversary Bonus Program – remains in effect as currently administered
- o Legacy Universal account currently using Grandfathered Anniversary Bonus Program (i.e., acquisition account) – remains in effect as currently administered

· Questions regarding the language in the Handbook can be directed to the HRDs, but the message very simply is that the Handbook section regarding the Anniversary Bonus Program applies to all existing accounts that currently have this benefit, and to new accounts that get sold that do not otherwise have a vacation program specified.

Thank You

Norman Smith,
Allied Universal (AUS) City of Richmond Area Account Manager