

Abacus Wealth Partners

# EMPLOYEE HANDBOOK

Your guide to finding success at Abacus.

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# INTRODUCTION TO ABACUS

## OUR SERVICES (WHAT WE DO)

Through financial planning, we help people make the best use of their financial resources, freeing their time to enjoy what matters most in life. We show them where they are, protect them from financial dangers, create a road map for their future, manage their investments, and provide advice that touches every area of their lives.

## OUR PURPOSE (WHY WE DO WHAT WE DO)

To expand what's possible with money

## OUR CORE VALUES (HOW WE DO WHAT WE DO)



### Serve others

We put the needs of our clients, the team, and our community above our individual desires.



### Listen deeply and speak with care

We come to each conversation with an open mind rather than the "right answer." We tell the whole truth to ourselves, our clients and each other.



### Bring genius

We spend our time doing what we are best at and love most.



### Enjoy

We believe that our time with Abacus should be the best years of (y)our life.

## WHO WE ARE (OUR STAFF)

A+ student intelligence (always learning)

Visionaries

Tolerant

Trustworthy

Emotionally intelligent

Walk the talk (in sufficiency and generosity)

Endearing (we want to hang out together)

Impeccable communicators

Listen from the heart

Open and honest

Present and aware

We don't sell products/work for Wall Street



## WHO WE SERVE (OUR CLIENTS)

Passionate, engaged life

Gives constructive feedback

Grateful

Generous

Realistic expectations

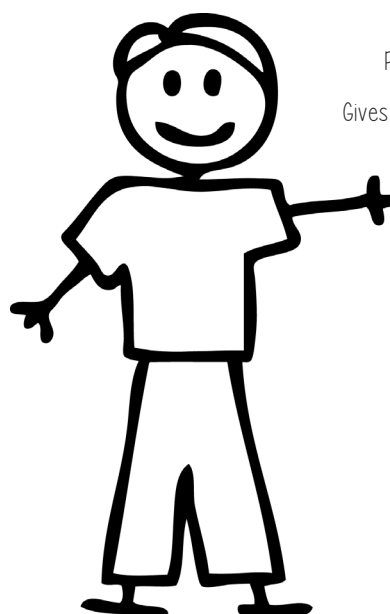
Intelligent

Listens well

Loyal

Trusting

Influential



# ABACUS EMPLOYEE BENEFITS SUMMARY

Abacus offers generous employee benefits in addition to salary and bonus. Here's an overview of the programs we have in place to create a better life for our people.

## HEALTH/DENTAL/VISION INSURANCE

We pay 90% of our employees' premiums and 50% of their dependents' (eligible after 60 days).

## DISABILITY INSURANCE

We pay for short and long-term disability policies (after one year of tenure).

## 401K MATCH

We 100% match the first 3% of your salary that you contribute to our 401k, and 50% match the next 2%. The Safe Harbor match begins immediately

## EDUCATION REIMBURSEMENT

We offer educational assistance for our employees to study for the CFP® or other relevant certifications or licenses (details on subsequent pages).

## CELL PHONE REIMBURSEMENT

We cover the costs for voice and data cell phone plans, if the plans are part of our AT&T or Verizon Corporate accounts (eligible after 60 days). We do not cover the cost of the phone purchase or phone upgrades for most employees.

### PLEASE KEEP IN MIND...

*Our cell phone plan is not unlimited. You will be added to our business plan. If you live on your phone, streaming Netflix, this may not be a good fit for you.*

## CHARITY

Every employee is given a \$250 annual allowance to donate to eligible charities through our Donor Advised Fund. An additional \$250 match to a charity of your choice is available as well if you donate time or money to that charity (details on subsequent pages).

## TIME-OFF

Employees do not earn or accrue a specified number of days off. We trust our staff to balance their need for revitalization with our clients' needs and the needs of the firm (details on subsequent pages).

## TELECOMMUTING

Similar to our Time-Off policy, as long as our clients' needs are being met, and you get buy-in from your team and Abacus management, you may work from home, Starbucks, the ski slopes, or the Great Barrier Reef -- these are all actual examples (details on subsequent pages).

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## OTHER BENEFITS

As part of our relationship with Insperity, our HR company, we also offer:

- Basic life and personal accident insurance
- Technology and other online and in-person skill training and classes
- Employee assistance programs through OptumHealth
- Adoption and commuting programs

*Learn more about these programs and more on the Insperity employee portal.*



## MOTIVATING ABACANS WITH REVENUE (“MAWR”)

Most full-time employees making more than \$50,000 per year receive a portion of their compensation based on a share of Abacus revenue.



### TARGET COMPENSATION BREAKDOWN

+ Employees making over \$100K per year: 50% Base Salary + 50% MAWR

+ Employees making \$50K per year: 100% Base Salary

*Those that are somewhere in the middle, will see their MAWR portion of compensation similarly in the middle, for example:*

+ An employee making \$75K per year: 75% Base Salary + 25% MAWR

### HOW IT WORKS

- 1 Each employee is given a certain number of MAWRs based on their role in the firm, as a part of their offer letter.
- 2 The MAWR price is calculated by taking 23% of the prior quarter's revenue divided by the outstanding number of MAWRs.
- 3 Every quarter, the employee's number of MAWRs is multiplied by the MAWR price to determine the dollar amount of their compensation for the subsequent quarter.
- 4 That amount is paid equally among the six paychecks throughout the quarter.

### ILLUSTRATION

Employee X is paid a base salary of \$40,000 per year and has 3,000 MAWRs.

The MAWR price for Q3 2017 is \$3.75 (based on Q2 2017 revenue times 23% divided by 230,000 outstanding MAWRs).

Total Revenue Q2 2017	\$ 3,750,000
Quarterly Base Salary (40k divided by 4)	\$ 10,000
Total Bonus for Q3 2017 (3,000 times \$3.75)	\$ 11,250
Total Pay for Q3 2017	\$ 21,250
Six paychecks in Q3 2017 (amount per paycheck)	\$ 3,542

# ABACUS EDUCATION REIMBURSEMENT PROGRAM

## CFP® CERTIFICATION PROGRAM

The employee's supervisor and a member of management must pre-approve reimbursement of expenses relating to the CFP® program.

Abacus pays 80% of CFP®-related education courses, books and exam prep courses, of which half is paid prior to passing the exam and half is paid after passing the exam. We pay for all exam fees upfront. The upper limit on what we are willing to pay is \$6,000 (including exam fees).

## REGISTERED PARAPLANNER COURSE

Abacus pays the full cost for the Registered Paraplanner "RP" program. We pay for this program 100% upfront, and a bonus is available for CSAs who pass this course and achieve the designation.

## CONTINUING EDUCATION

Abacus pays for all required continuing education for the CFP®, CFA, CPA/PFS, JD, NAPFA and Paraplanner. Available on day one of employment. For certain positions, this will be mandatory. However, please explore all options for free CE credits, through TD Ameritrade and elsewhere.

## SERIES 65

Abacus pays for study materials for the Series 65 exam as well as all exam fees. Available on day one of employment. For most employees this will be mandatory.

## NOTARY PUBLIC

Abacus pays for classes and study materials necessary to become and maintain your notary public certificate.

## OTHER PROGRAMS

Other educational costs will be decided on a case-by-case basis by management (e.g. CFA, Kinder Life Planning, AAMS, AWMA, CMFC, ADPA, APMA, CPRC, CRPS, Masters Degrees, etc.).





# ABACUS CHARITABLE GIFTING PROGRAM

As a firm that believes that philanthropy, self-sufficiency and generosity are cornerstones of a healthy and fulfilling relationship to money, the Partners of Abacus have elected to donate 5% of the firms' profits annually to charity. This document describes the mechanisms by which that money will be donated.

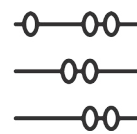
By and large, our intent is that our charitable giving will be focused in three main areas.



POVERTY



ENVIRONMENT



FINANCIAL  
LITERACY

**5% ALLOCATION**

**25%**

\$500 ALLOCATED TO EACH STAFF MEMBER  
TO GO TO A CHARITY OF THEIR CHOICE

**75%**

ABACUS  
PARTNER GIFTS

**\$500**

ABACUS  
EMPLOYEE GIFTS

REMAINDER OF 25% AND ANY  
UNUSED EMPLOYEE GIFT AND/OR  
MATCH GOES TO THE GRANT

**\$\$**

ABACUS  
CHARITABLE GRANT

## EMPLOYEE GIFTS (NON-PARTNERS)

Each non-partner, full-time employee who was employed by January 1st of the current year may direct \$250 to the charity of their choice through our Donor Advised Fund.

The firm will also provide an additional \$250 match if an employee has personally donated money or volunteered at least 3 hours during the past 12 months for the charity. The charity must be a 501(c)(3) and their mission should not be generally offensive or political (the donation is made by Abacus and must not reflect badly on the firm). Donations to your church or your kid's school are acceptable (but not suggested) for the matching portion of your gift. Or if you don't want to pick your own charity and would like to direct your charity money to the Abacus Grant, let Lael know.

## THE ABACUS WEALTH PARTNERS CHARITABLE GRANT

On an annual basis, the firm's Partners will jointly make a large gift to the charity that they feel best fits the guidelines described above. Employees are invited to encourage specific charities to apply by completing the online questionnaire on our website ([www.abacuswealth.com/community/charity](http://www.abacuswealth.com/community/charity)). Any charity requiring additional assistance can send an email to [charity@abacuswealth.com](mailto:charity@abacuswealth.com).

The deadline to apply for the Grant is October 31, as applicants are considered and the Grant is awarded by November 30th of the same year.

## PARTNER GIFTS

75% of our charitable donation will be transferred to the Partner's donor advised funds on a per unit of ownership basis. If a partner does not have a donor advised fund, that partner's allocation will be donated to the Abacus Charitable Grant.



## ABACUS EMPLOYEE REFERRAL PROGRAM



### NEW EMPLOYEES

Abacus pays \$5,000 for referrals of new advisors with no assets and new operations hires, including CSAs. 50% of the bonus is paid after six months of employment, and the remainder is paid after 12 months of employment. Both the new employee and the referring employee must be current employees at the time the bonus is due in order for it to be paid. If either the new or referring employees leave employment, the bonus is forfeited.

### ADVISORS WITH CLIENTS

Abacus pays \$10,000 for referrals of advisors who join Abacus and who bring clients on board with them. The revenue from the Advisor's clients must be over \$200,000 in the first year for the referring employee to earn this bonus. 50% of the bonus is paid after six months of employment, and the remainder is paid after 12 months of employment. Both the new advisor and the referring employee must be current employees at the time the bonus is due in order for it to be paid. If either the advisor or the referring employee leave employment, the bonus is forfeited.

## ABACUS LEAD GEN<sub>(ERATION)</sub> BONUS

If you refer a client to Abacus you will receive a bonus! You get 30% of estimated annual fees from that client. Lead Gen will be capped for each new client at the bonus amount applicable to a new client with \$5M of AUM or \$45,000 of revenue.

The 30% of estimated fees is placed into a Lead Generation “bucket”. At the end of the year, you are able to withdraw 50% of the balance in your “bucket”. The remaining balance rolls over to the next year.

<i>Illustration</i>	Year 1	Year 2	Year 3	Year 4
Fees referred (\$1M AUM per year)	10,000	10,000	10,000	10,000
Amount added to your account	3,000	3,000	3,000	3,000
Balance at end of year	3,000	4,500	5,250	5,625
Withdrawal (50% at end of year)	1,500	2,250	2,625	2,813
Remaining Balance	1,500	2,250	2,625	2,813

### WHAT COUNTS FOR THE LEAD GEN BONUS AND WHAT DOESN'T

#### **COI and Client referrals (Counts most of the time)**

The staff member who is initially contacted by the COI or the Client with the referral gets it. If the Client reaches out to multiple staff members with the initial referral, nobody gets it.

#### **Speaking Events, Seminars, Teaching, Workshops, Conferences (Sometimes they count, sometimes not)**

- If the firm provides more than \$1,000 in support of expenses, travel costs or staff time (at a specific hourly rate), then it doesn't count.
- If more than one staff member participates at the event, then it doesn't count.
- Otherwise, it counts, but check with JD in advance if there are questions.

#### **Blogs, Media quotes/articles, TV, Radio, Podcasts, Books, Magazine ads, referrals from NAPFA, DFA, B Corp, Search Engines/Web, Acquisition (Doesn't count)**

These belong to the firm. Abacus pays for the tools and structures that support our marketing activity, your participation in these activities doesn't then offer exclusive rights to leads that come from your participation. It's a team effort.

The above is not necessarily a comprehensive list. There may be other situations that are not listed. Guess who is the final arbiter of such situations...

### IMPORTANT NOTES

If the referring employee leaves employment, any remaining bonus is forfeited.

Clients who receive any level of discounted fee (including family discounts) are not eligible. If the discount is ever removed and the client starts paying full fees, then the client becomes eligible for the lead gen bonus at that time.

JD is the final arbiter of any dispute, and these bonuses are completely discretionary by JD. They can be ended at any time, without notice. JD can also change the rules mid-stream on a whim, if he wants to, so there.





# ABACUS TELECOMMUTING GUIDELINES

Abacus trusts its employees and would like to allow all staff to use their judgment to determine when they need to work from the office, and when they can work remotely. Below are some guidelines to help you use your judgment in a way that does not negatively affect Abacus, our clients and your team.

## CLIENT SERVICE

Client service is paramount. If a client ever indicates that you working remotely is a problem, then you will stop working remotely.



## TRAINING AND MEETINGS

If you are a new employee (<6 months), you should not be telecommuting. There's a lot going on in your first 6 months and you need to be in the office absorbing information so you can become self-sufficient as quickly as possible. Of course, if a need arises, please communicate it with your supervisor and arrangements can be made.

If you are assigned as a CSA or Advisor to a client who will be in the office, you must be available in the office. Client meetings are mandatory, regardless of whether you are attending the meeting personally. You are expected to know when your clients will be in the office. Additionally, if a face-to-face work group meeting or training is being held, it is your responsibility to attend the meeting at the office.

## YOUR TEAM

It is your responsibility to avoid over-burdening your team or other staff with requests for help when you are working remotely. If you need certain files for work, make sure they are scanned in prior to leaving. If you are expecting an important, time-critical package from a client or custodian, you should plan to be in the office to process that package. Agree in advance with your team on the hours you will consider "work time".

**Repeated complaints about your remote work from your team will result in a change to your privileges.**

## DATA SECURITY

Employees may not compromise the confidentiality or security of client information due to telecommuting, remote computer access, and so on. The employee must comply with the policies and guidelines of proper use of information technology found in our Compliance Policies and Procedures. Breaches of information security while telecommuting, whether by accident or design, will likely result in disciplinary action and/or the loss of the telecommuting option.

Employees are not permitted to store any information or documents related to Abacus on an external hard drive unless it has been encrypted and password protected. Additionally, any information or documents related to Abacus, including the use of Box Sync, are not permitted to be stored on personally-owned computers that have not been cleared by someone on the Abacus team and have not been registered with the Abacus Security Services Server.

## ABACUS TIME-OFF POLICY

You should take vacation. Seriously. We use a benchmark of 4 weeks paid time off as a benefit for all salaried exempt employees. This is a guideline, so if you need a couple extra days or don't want to take that much time off, no problem. We don't track your days off; we use the honor system. You should be tracking your own time out of the office and ensure any vacation time isn't affecting your ability to reach your goals. Also make sure to check with your team before taking any extended absence, so they're not left in the lurch.



Unlimited vacation doesn't mean we don't have rules. **Rule #1** is that you can't do anything thing that creates a lower quality of service for our clients. **Rule #2** is that you respect your team. Here are some guidelines for a few situations.

### SICK DAYS

If you are sick, don't infect your co-workers. Stay home! If you're up for it, we may call you with questions throughout the day, and we'd love to get a response back within two hours. If you aren't able to maintain that level of availability, just let someone know and we will leave you alone.

### PERSONAL DAYS

If you need to take some time to bring your car to the mechanic, take your dog to the vet, or even just take a mental health day and hit the beach, we're OK with that. We do ask that you keep your cell phone at hand and call us back within two hours or so if we have a questions for you. We promise to avoid bothering you too much. **AVOID PERSONAL DAYS IN DECEMBER AND EARLY APRIL.**

### EXTENDED TIME-OFF (BEYOND ONE DAY)

We want your time-off to be restful and recuperative. Please don't check your email or answer your cell phone when on extended time-off. In order to plan for your time away, we need you to find someone to agree to act as your back-up and do your job while you're gone. You also need to get your supervisor's and team's approval.

Please do both of these things prior to making reservations or buying plane tickets. You may not be able to find a back-up and you may not get approval - in either case, you can't go. Once you receive approval, you must add your vacation time to the "Vacation" shared calendar so that we can see everyone who is out at any given time. **NOTE: TIME OFF IN DECEMBER AND EARLY APRIL ARE UNLIKELY TO BE APPROVED.**

### VOLUNTEER WORK

We encourage employees to take time off for volunteer service to improve their community. We encourage employees to take at least twenty hours per year for volunteer service.

### ABUSING THE SYSTEM

Please don't abuse the system, you'll ruin it for everyone. If you do, you won't be able to find someone to back you up when you want to take time-off, or your team won't approve your time-off. You are not entitled to any time-off, other than time granted by specific law. Abacus allowing an employee to take time-off does not imply that the additional time counts as additional wages. This policy does not apply to leaves of absence protected by state and federal laws, such as family medical leave. This policy does not apply to non-exempt employees.

## ABACUS PARENTAL LEAVE POLICY

Abacus is committed to employees putting their families first. We believe that if your family is taken care of, you will be a happier and more productive employee.

### LEAVE BENEFITS

#### Primary Caregiver

If you are the primary caregiver to your family's new baby, whether through traditional birth or adoption, we will provide **24 weeks** of fully paid time off with benefits. As a firm, we highly recommends that employees take at least **10 weeks** off.

We also understand that going from being home with your little one to coming back to work can be a challenging transition. That is why we offer an additional two weeks of "half-time" employment at full salary, as you adjust to coming back to work.

#### Secondary Caregiver

We are committed to our employees bonding with their new additions. We offer **5 to 12 weeks** of fully paid time off with full benefits to expectant parents who are not primary caregivers.

### TRAVEL BENEFITS

For breastfeeding moms who are traveling on Abacus business, we will reimburse the cost of shipping breast milk home through a service called Milk Stork (<https://www.milkstork.com/how-it-works>).

For primary caregivers who need to travel and would like to bring their child with them, we pay for the cost of bringing a caregiver on work trips (including airfare, hotel room, and meals) in the first year of baby's life.

### ADDITIONAL BENEFITS

Abacus knows that kids get sick, doctor appointments can fall in the middle of the day, and that parenting comes with unexpected events. Our telecommuting policy is designed to support working parents as much as possible.

## ABACUS SUPPLY PARTNERS POLICY

Abacus Wealth Partners strives to maximize its social and environmental impact in the areas of consumption and purchasing. We really mean it, this is super important. Some of the preferences we should consider before making a purchase are:

**Minority and Women-Owned Businesses:** We believe businesses should make a genuine effort to have diversity in the workplace at all levels.

**Supplier Accountability:** We continually push our business partners towards greater impact, including becoming B-Corps or other certifications.

**Local Businesses :** We follow the mindset of "Buy Local," and review all local options when making purchases.

**Organic Food:** We provide organic food and beverages for our staff and office visitors, as well as for attendees at Abacus-sponsored events.

**Office Buildings:** We use energy efficient lighting and purchase carbon offsets to make sure our company footprint is small.

**Cleaning Products:** We use non-toxic, environmentally friendly products.

Abacus Wealth Partners maintains and regularly updates a "preferred supplier" list that is referred to for all purchases. We purchase from fellow B corporations when the option exists and prices are comparable. We also encourage team members to consider sustainability before making any purchase decisions of their own.