Soil Consultants Engineering, Inc.

9303 Center Street
Manassas, VA 20110
(703) 366-3000
Fax: (703) 366-3400

August 29, 2003

Virginia Employment Commission
13370 Minnieville Road
Woodbridge, VA 22192

RE: [redacted]
Social Security numbe[redacted]

Dear Sir or Madam:

The following is a listing of violations of corporate policy as well as Virginia and Federal law showing the reasons for the [redacted]

1. Consistently failed to verify the completion and accuracy of required new hire paperwork.

2. Consistently failed to ensure all new hire paperwork was received by appropriate departments. Permitted new employees to work prior to required employment checks and documentation verification. In violation of company policy and state and federal law.

3. Consistently failed to verify eligibility to work in the United States for new hires. In violation of immigration laws.

4. Failure to notify appropriate supervisory personnel, upon being "served" a court ordered garnishment. This situation would have resulted in a failure to comply with a court order had another employee not identified the situation and taken steps to correct the actions of [redacted] Employee was counseled and instructed verbally and in writing on how to handle future court ordered garnishments. Employee acknowledged she understood appropriate steps in her responsibilities for court ordered garnishments. Upon being served with another court ordered garnishment, employee failed to follow procedures and instructions as previously delineated. Did not contact her supervisors and instead contacted a non-managerial employee seeking instruction rather than following the instructions as previously given. The situation created a liability for the corporation from both the Judge who issued the court order as well as the employee being garnished. This indivduals' right to privacy was violated by [redacted] sharing of this information with an individual who had no right to know of the garnishment.

5. Lost track of a newly hired employee in their training cycle. Failed to provide new employee with necessary training as directed by the Quality Systems Manual and her supervisor. Resulting in the new employee not being permitted to achieve a higher pay scale based on completion of training. In addition, the improper training of employees threatens our laboratory accreditation. Thereby, putting us out of business.

6. Continious failure to issue meeting agendas in a timely fashion and provide senior management with agendas allowing them to prepare for staff meetings with the company president.

7. Failure to notify company personnel and appropriate departments of required employee back charges for testing failures.

8. Failure to make deadlines as assigned for employment ads for Soil Science Department Head. Leaving a senior position open for an extended period of time.

9. Asking an inappropriate question during an interview with an applicant. [redacted] asked an applicant her age during an interview, thereby denying the applicant the right to protection from age discrimination.

10. Losing an employee's leave request causing the employee to be short paid for a time period.

12. Failing to provide new employee "enrollees" insurance paperwork or termination documentation to appropriate employees for payroll deductions and billing purposes.

13. Failure to complete assignments from Senior Management.

14. Failure to oversee and increase efficiency of the administrative staff of the company.

Should you have any questions or need any additional information, please do not hesitate to contact me directly at (703) 366-3000. Thank you.

Sincerely,

Joseph W. Dixon/gp

Joseph W. Dixon

President

Cc: Personnel File

IMPORTANT– This report may include data from a non-NVLAP accredited dosimeter. See dosimeter designations on back of this report for details.

START DATE	END DATE	QUARTER	FREQUENCY	RECEIPT DATE	REPORT DATE	ACCOUNT NUMBER	GROUP NUMBER
6/22/2003	07/21/2003	3	MONTHLY	08/12/2003	08/21/2003	02474	00 -

IDENTIFICATION NUMBER 2	INCEPTION DATE 3	DATE OF BIRTH 4	NAME 5	SEX 6	DIN 7	NOTE 8	CURRENT DOSE (MILLIREM) DEEP X+G 9	DEEP NEUTRON 10	EYE 11	SHALLOW 12	OTHER START DATE 13	CUMULATIVE EXTERNAL DOSE (MILLIREM) CALENDAR QUARTER DEEP 14	EYE 15	SHALLOW 16	CALENDAR YEAR DEEP 17	EYE 18	SHALLOW 19	LIFETIME DEEP 20	EYE 21	SHALLOW 22	CUMULATIVE DOSE (MILLIREM) CALENDAR YEAR CEDE 23	CDE 24	TEDE 25	TODE 26	27
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				M	1518	X	ND	NR	NR	ND	05 27 03	ND	NR	ND	ND	NR	ND	ND	NR	ND	NR	NR	ND	ND	
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SOIL CONSULTANTS
ENGINEERING OF VIRGINIA
ATTN ZACH SPILLE
9303 CENTER STREET
MANASSAS VA 20110

Please visit RDC's completely re-designed website at www.radetco.com

RADIATION DETECTION COMPANY
8095 Camino Arroyo
Gilroy, CA 95020
Phone: (408) 842-2700
Fax: (408) 847-2988
www.radetco.com
NVLAP LAB CODE 100512-0
(22,989)
Jim Rolph, Health Physicist
THIS REPORT IS SUBJECT TO STATE OR FEDERAL INSPECTION

EMPLOYEE NAME	FILE NUMBER	ALLOWED VACATION	TAKEN VACATION	BALANCE VACATION	ALLOWED SICK	TAKEN SICK	BALANCE SICK	ALLOWED COMP TIME	TAKEN COMP TIME	BALANCE COMP TIME
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]		[redacted]	[redacted]		[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[redacted]		[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]		[redacted]	[redacted]		[redacted]
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]		[redacted]			
[redacted]	[redacted]				[redacted]		[redacted]			
[redacted]					15.40	14.99	.41	184.00	30.51	153.49
[redacted]	[redacted]				[redacted]		[redacted]			
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]		[redacted]			
[redacted]	[redacted]									
[redacted]	[redacted]	[redacted]		[redacted]	[redacted]		[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]				[redacted]		[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]									
[redacted]	[redacted]									
[redacted]	[redacted]				[redacted]		[redacted]			

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went to the hospital from work because I was [redacted] In July after my review a meeting was held with all project managers as well as upper management. Joe Dixon told everyone I was to run everything and that everyone was to report to me.

Near the end of July 2003, Soil Consultants had grown from approximately 70 employees to 130. At this time, other co-workers and myself had [redacted] and Joe Dixon told myself along with my supervisor, Ron Ray, not to come back to work until we knew the cause of the [redacted] was also told in this timeframe that the NRC was coming for a random audit and that I had to issue all new locks and display paperwork on each cubby a nuclear gauge was locked in.

Another assignment that I was given was to package up several broken nuclear gauges, possibly leaking Cesium 137, to send to our Fredericksburg, VA office to store so the NRC wouldn't see them when they arrived to inspect our facility.

In the process of moving these broken gauges, the nuclear source rod and all the contents inside fell all over the front of my body. I went to Jim Hickernell and Ron Ray and told them about the incident and their response was "Don't worry about it". The next morning I went to the Soil Consultants Lab Manager, Eric Nevell and showed him the broken gauges. He insisted that testing be done immediately with the Geiger Counter. Eric Nevell also gathered all the lab personnel and stated "We will shut this place down. These bastards don't give a damn about the employees". The only one Soil Consultants had onsite didn't work. So we sent an employee to another facility about 40 minutes away to get the Geiger Counter.

My supervisor told me that the gauge reading was in normal range. The next morning the lab manager, Eric Nevell informed me that the Geiger Counter was as high of a reading as it could be and that I should get to the hospital. This happened on a Friday. Eric Nevell told me he was going to report this to the NRC. Another co-worker with years of experience working in Nuclear Power Plants advised me to go to the hospital as well.

This same day, an anonymous call was made to the NRC in regards to these safety concerns. The following Monday morning, August 11, 2003 I went to the hospital because of my fears of being exposed to the very highly radioactive agent Cesium 137. This same morning prior to going to the hospital I called Soil Consultants to tell them I was going to the hospital. I was told by Zach Spille that the NRC was at our facility going through everything. That same Monday afternoon I called Soil Consultants to tell them that I would not be back to work until my follow-up appointment on that Thursday, August 14th, 2003. I went to Soil Consultants to provide Doctor's notes and pick up my paycheck.

I met with Jim Hickernell and Brian Benjey. They told me that they were going to terminate Scott Brown or myself for making the anonymous call to the NRC unless I signed a statement saying it wasn't Scott Brown. I signed the statement and was terminated at that time. I am enclosing the statement that I signed along with all of my Doctor's notes and the Allegation letter from the NRC. I am also enclosing this same information to Special Agent Vanessa Selewski at the NRC Office of Investigation. She is the NRC Investigator handling my allegations. Her phone number is 404-562-4426.
In closing, I would state that Soil Consultants Inc. clearly broke the law by terminating me for raising safety concerns to the NRC.

Sincerely,

[redacted]

Enclosures

Cc: Vanessa Selewski, NRC
Senator John Warner, VA
Virginia Employment Commission

The inspector observed that a Troxler Electronics Laboratory, Inc. Model 3411B gauge (serial number 6059) was stored in an unlocked transport container in the storage area. The inspector observed that the locking mechanism on the handle of the Cs-137 source rod and index rod was not functioning, resulting in the possibility of the source inadvertently becoming unshielded. Based on discussions with the RSO, the inspector determined that the gauge had been damaged on a job site "5 or 6 years" ago. Later discussions between the inspector and the RSO indicated that the gauge may have been damaged in 1994. The Cs-137 source was in the shielded position at the time of the accident. The RSO reported that he responded to the event with a survey meter, performed a survey, noted no abnormal readings, and had transported gauge back to the storage facility. Based on discussions with the RSO and a review of NMED, the inspector determined that the licensee had not notified the NRC of the event involving this gauge.

The inspector observed that a Troxler Electronics Laboratory, Inc. Model 3411B gauge (serial number 5532) was stored in a locked transport container in the storage area. The inspector observed that the index rod was broken approximately one inch above the base of the unit. The broken index rod allowed the source to be raised or lowered with a lock in place on the handle, resulting in the possibility of the source inadvertently becoming unshielded. Radiation surveys taken of the device while in storage and after removal from the storage area on two occasions revealed that the source could be inadvertently moved into an unshielded position by repositioning the gauge. Based on discussions with the RSO, the inspector determined that the gauge had been damaged on a job site "a long time ago." Based on a review of records, the inspector determined that the last use logged for this gauge was December 21, 1998. The RSO reported that the Cs-137 source was in the shielded position at the time of the accident and that the index rod was reported to have "just snapped." The RSO reported that after the gauge was damaged it was transported back to the storage facility. Based on discussions with the RSO and a review of NMED, the inspector determined that the licensee had not notified the NRC of the event involving this gauge.

United States
Nuclear Regulatory Commission
Washingon, D.C.

[redacted] Claimant, v. Soil Consultants, Inc. Companies 9303 Center Street Manassas, VA 20110 Licensee.	[redacted]

Affidavit of Vanessa Chaney

I, Vanessa Chaney, affirm and state under the penalty of perjury as follows:

1. I am over the age of 18 and am competent to give the following facts based on my personal knowledge.
2. I was the Human Resource Manager at Soil Consultants, Inc. From the time of [redacted] hire through July 2003.
3. I am a minister currently working at New Life Annointed Ministries International.
4. I have multiple years of work experience as an office administrator.
5. As Human Resource Manager for Soil Consultant's, I was the individual that employee's would report any absences and provide any required documentation.
6. [redacted] reported all absences timely and in accordance with company policy.
7. [redacted] provided a doctor's note for every absence beyond one day.
8. Further, though it was not required by company policy, [redacted] provide a

doctor's note for every absence even if the absence was for less than two days.

9. [redacted] was the type of worker who would do whatever was required to get his job, and the job of the employer in general, done. Beyond my personal observations, this is reflected by the fact that [redacted] always worked more hours than was required and always had a significant amount of accrued compensatory hours.

10. It was generally understood within the company that management asked [redacted] to fulfill many duties and responsibilities in addition to his specific job title, and [redacted] did fulfill those duties and responsibilities. In essence, he was doing two jobs, being both a dispatcher and fulfilling many of the duties of an equipment manager, including assigning and managing the technician's job assignments and disbursal of equipment. My statement about [redacted] fulfilling multiple duties is not just supported by my personal observations but by the fact that he worked multiple hours, as is evidenced by his significant amount of compensatory hours, even at the time he was terminated.

11. In approximately June 2003, there was an automobile accident involving an employee [redacted] who was on his way to a job site with a nuclear gauge in his vehicle. [redacted] was charged with reckless driving.

12. It is company policy that an internal Soil Consultant's accident report be filled out and kept on file any time an employee gets in an automobile accident while on duty.

I affirm under the penalty of perjury that the foregoing is correct based on my

personal knowledge.

Executed on this 11th day of August 2004.

Vanessa Chaney

SUBSCRIBED and sworn to before me this 11th day of August, 2004.

NOTARY

My Commission Expires: 3/31/2006

WILLIAM R. SNYDER JR.
NOTARY PUBLIC
COMMONWEALTH OF VIRGINIA
MY COMMISSION EXPIRES MARCH 31, 2006

[redacted]

Name (last, first, middle initial) | Social Security No. [redacted]

[redacted]

Address | Phone No.

[redacted] | 3-3-03

City State Zip | Starting Date

Date Hired: 2-27-03 | Male X / Female ____

Salary [redacted] ___ Per Hour ✓ Annual | ✓ Full Time ___ Part Time | ✓ Permanent ___ Temporary

Adj. Title rate via phone on 3/7/03 CA

Position: Dispatch

Hired By: Joe Dixon

Reporting To: Sandy Walker

Are you in possession of an income withholding order for child support? Yes [ ] No [X]

The undersigned agrees to employment by SOIL CONSULTANTS, in the position described above. Employment is contingent upon the successful completion of a three (3) month probationary period and the acceptance and signing of the Company policy. During the probationary period, employment may be terminated at any time. After that period, the Company policy will prevail.

Signature | 3-3-03 Date

EMERGENCY/MEDICAL INFORMATION

Special medical problems: (allergies, asthma, etc.)

Name of person to notify in case of emergency:

[redacted]

Address: [redacted]

Phone Number: [redacted] Relationship: [redacted]

Name and Place of Employment: BB&T mortgage

1308 Devils Reach Rd Woodbridge VA Phone No. 703-490-9553

Alternate Name: _____ Phone No. _____

Name of Physician: [redacted] Phone No. [redacted]

March 5, 2004

Summary of my involvement with nuclear density gauges and [redacted] on August, 7 2003

I became involved with this situation on the morning of 8/7/03. This was the first time [redacted] asked me any questions about "nuke" gauges. He said that he was moving gauges around and was concerned about possible exposure to radiation from a broken gauge. The "nuke" gauges are stored in a small storage room, which is adjacent to my lab, and therefore, close to my staff. I went to the storage room to examine the situation. I located the broken gauge and became alarmed when I did not see a control badge. Neither Zach Spille nor Tim Gentry, our Radiation Safety Officers, were present at the time, so I reported my findings to my immediate supervisor, Jim Hickernell. Jim called Zach to come to the office and deal with my concerns. Upon Zach's arrival, I determined that our Geiger counter was not functional. Zach called our sister company, ECC, and we borrowed theirs. After acquiring their Geiger counter, I looked up the specifications on acceptable limits of radiation for the gauges in the storage area. Zach and I checked radiation levels with the Geiger counter on the broken gauge in question, the entire storage area, and the immediate surrounding area. All readings were found to be within the acceptable range. Zach also pointed out the control badge, which I had not seen earlier. I was satisfied with the situation, so I returned the Geiger counter to ECC and went home.

Eric R. Nevel
Laboratory Manager

March 5, 2004

I do hereby swear and affirm that I did reprimand [redacted] n May 22, 2003 regarding the list of concerns raised by the project managers, technicians and clients regarding his performance to date. In addition to [redacted] and myself, Mr. James Hickernell Vice President of Operations for Soil Consultants was present.

I also reprimanded [redacted] on June 20, 2003 regarding his unauthorized purchase of $2,239.65 of equipment. At this time, [redacted] was informed that his continued disregard for company policies would result in his termination.

On both occasions [redacted] would not sign the evaluation reports as presented nor did he choose to provide a rebuttal.

I would like to point out that I am no longer an employee of Soil Consultants and am making this statement free and clear of my own will.

Brian Benjey

Enclosure 1

The SOIL CONSULTANTS INC. Companies
Soil Consultants Engineering, Inc.
Soil Consultants of Maryland, Inc.
www.soilconsultants.net
SINCE 1960

CONSULTING ENGINEERS | BUILDING OFFICIALS
CONSTRUCTION PROFESSIONALS | SOIL SCIENTISTS & GEOLOGISTS

JOSEPH W. DIXON, C.B.O.
PRESIDENT

LAWRENCE C. RUDE, PH.D., P.E.
SENIOR VICE PRESIDENT

9303 CENTER STREET
MANASSAS, VA 20110-5547

(703) 366-3000
FAX: (703) 366-3400

March 5, 2004

I do hearby swear and affirm that I, along with Mr. Brian Benjey, reprimanded [redacted] on May 22, 2003 on a series of events which had taken place since his hire date. Secondly, I counseled [redacted] on June 9, 2003 for his inexcusable actions which took place on June 7, 2003. [redacted] refused to sign the evaluation forms and they were placed in his personnel file.

James Hickernell
Vice President of Operations

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SENIOR VICE PRESIDENT

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MANASSAS, VA 20110-5547

(703) 366-3000
FAX: (703) 366-3400

March 5, 2004

I do hereby swear and affirm that I did not speak with [redacted] on August 11,12,13 or 14 regarding his absences from work for this period.

Keith M. Smoot
Field Technician

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PRESIDENT

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SENIOR VICE PRESIDENT

9303 CENTER STREET
MANASSAS, VA 20110-5547

(703) 366-3000
FAX: (703) 366-3400

March 5, 2004

I do hereby swear and affirm that I did not speak with [redacted] on August 11 regarding his absence from work on this day.

Zachary D. Spille
Director of Operations
Fredericksburg

Memo

January 17, 2002

To: All Employees

From: Joseph W. Dixon JWD/JP

Re: A few things you should take note of

I wanted to take a minute to explain some company policies that have recently been misinterpreted or misunderstood.

1. Effective immediately there is a new request for sick leave form. In order to get paid for sick leave you must follow the guidelines stated in the company policy. **Regardless of who your supervisor is, if you are going to call in sick or be absent on any given day, for any given reason, you must contact the dispatcher before 7:30 AM that day.** Note: 1. If you are on vacation or any other previously approved leave you don't need to call, 2. This seemed to be a problem for quite a few of you during the holidays.

2. There is also a new request for leave form that is in effect immediately. The policy regarding 2 weeks notice in January and February and 1 month notice in March through December for leave requests will be enforced. Please read the section (on the form) regarding who can authorize leave. Leigh is only signing off on the fact that you have leave and how much leave you have accrued. Your supervisor is only signing off on the fact that they can spare you during the time requested. Donn and I are the only ones able to authorize your leave and I don't expect you to bug Donn unless I'm dead. If you go on leave or don't get my signature on that form within the time frames allotted, please don't cry when I deny your request. Please be adults about your leave.

3. If you are going to utilize more than 8 hours of comp time in one week, you must obtain prior approval. Please follow the same timelines and approval guidelines as you would when requesting leave.

4. Emergencies will be dealt with on a case by case basis.

5. The time sheets appear to be getting turned in, in a timely manner Thank You all and keep it up. Remember DAILY, DAILY, DAILY.

6. On Saturday February 2nd, there will be a voluntary meeting at Dominion Valley Country Club for anyone interested in learning about residential inspections, residential land development, and commercial inspections. We will meet at the entrance to the site at 8:00 AM. Anyone interested should see the receptionist and place their name on the sign up list.

7. Between the hours of 5:30 PM and 7:00 AM the building doors are to be locked. If you come in over the weekend, please lock the doors when you leave. Also, when leaving in the evening, please turn out the lights.

Should you have any questions, please see me directly.

Best Wishes.

interoffice memo

Date: September 26, 2001

To: All Employees

From: Joseph W. Dixon

Brian Queenan, Dispatch

RE: Time Off

Effective immediately ALL Soil Consultant employees will be required to call dispatch by no later then 7:30am if they will not be attending work that day. This does not relieve you of any other responsibilities in accordance with the employee policies already established, regarding prior approval for the time off regardless of the reason.

(Note: Failure to call the dispatcher will result in non reimbursement for any time off regardless of any other policies, procedures, or approvals established.)

In addition, all field personnel (i.e. Technicians, lab, soil science, inspectors etc.) need to ensure that any planned time off is written on the dispatch calendar so we can properly plan how to serve our clients when employees are off.

Thank You

interoffice memo

Date: December 15, 2003

To: All Employees

From: Joe Dixon, President

RE: Radiation Safety, Your Rights and Responsibilities

It has been brought to my attention that a need to reinforce the roles we all take in each other's safety on a daily basis may exist. Each of you should be aware that we operate our Nuclear Density Gauges, for the testing of compactive effort in a field environment, under a license from the Nuclear Regulatory Commission (NRC). This license permits us to store, handle and use our gauges following the laws and guidelines for regulated materials established by the federal government. These gauges make it possible for us to perform our work. They are the life-blood of our company and without them we would cease to exist.

Therefore, it is our responsibility as a company and an employer and to ensure compliance with these laws and guidelines on a daily basis. In addition, each one of us has a personal responsibility to ensure compliance with the law. Your personal safety and the safety of everyone we work with should be your first and foremost thought at all times. The attached NRC Form 3 is the Notice to Employees that we are required to post as part of our compliance. This document advises you of your rights. This document is posted in three locations:

1) The technician's area on the second floor, on the bulletin board by the technician mail boxes
2) On the bulletin board outside of Jim Hickernell and Brian Benjey's office on the second floor near dispatch and
3) In the Nuclear Gauge Storage Room in the Laboratory.

We have included a copy of the Notice with this memo, so that each of you, regardless of your involvement with the gauges will also know and be aware of your rights and responsibilities. I would ask that each of you read the attached and keep it with you at all times. If you should have any questions regarding the contents or your rights as an employee of this firm you may see me directly or kindly contact the NRC Regional Office (Region II) for our area at 1-(800) 577-8510, this is the number listed on the notice.

To clarify our corporate policy:

As employees, you must follow the safety rules as established in our Corporate Employee's Policy Manual, Section 12. Safety. In addition, if you believe that violations of NRC rules or the terms of the license have occurred, or if you have a safety concern, you should report them immediately to you supervisor. You should also report any situation in this regard to the Radiation Safety Officer Mr. Timothy Gentry or his alternate Mr. Zachary Spille. If your concerns are not addressed, by these individuals immediately you should contact their supervisor Mr. James Hickernell the Vice President of Operations. In addition, each of you is aware that I have maintained an open door policy since joining Soil Consultants and will continue to do so. If any if you feels that safety issues are not being addressed you should feel free to come see me directly.

The above is our corporate policy. What I want to convey to each of you on an individual level, is that your safety is the most important thing in the world to me and I will not tolerate anyone taking it lightly. If any of you feel that you or your fellow employees' safety is being compromised or ignored, I want you to be aware and understand that it is, not only your duty but your responsibility to one another, to contact the NRC directly. The attached "Notice to Employees" NRC Form 3 provides you with all of the details regarding your rights and responsibilities.

I want each of you to read the attached and understand that at no time are you to compromise your personal safety or the safety of your fellow employees. In the event of an emergency involving a Nuclear Density Gauge, (damage, any situation where a possible leak could occur etc.) you should clear the area of all personnel immediately, including yourself. Immediately contact the Radiation Safety Officer who will contact the proper authorities. Allow no one to approach the gauge until the authorities have arrived.

Our most valuable assets are our employees. Let us all remember that and remember that safety is not a part time job! Take care of yourselves and each other each and every day and we will all have a safe and happy environment to be proud of.

Sincerely,

Joseph W. Dixon
President

Memorandum

To: All Employees

From: Joseph W. Dixon

Date: 07/15/03

Re: Position Announcement – Dispatcher

JOB DESCRIPTION: Duties include but are not limited to, the daily dispatching and tracking of all field personnel, in conjunction with the Project Managers. Heavy telephone usage with constant client contact. Overall technician and inspector oversight on a day to day basis. Directly responsible for all field equipment along with usage and maintenance of company vehicles.

QUALIFICATIONS: The qualified applicant will have an excellent knowledge of the field operations to include soils, concrete, asphalt and the inspections (Residential and Commercial). Must be able to reconcile our company goals and interests with customer service and billability issues. A familiarity with Soil Consultants' organization, company policies and procedures preferred.

COMPENSATION: This is a salaried position. Compensation to be commensurate with experience and will be determined by the successful applicant and Joseph W. Dixon.

RESPONSE: Please respond to Brian Benjey with a written statement of interest no later than Friday, July 26, 2003.

NOTE: As always, preference will be given to current employees. In the event that an existing employee does not fill this position, applications from the public will be accepted.

REQUEST FOR LEAVE
VACATION/COMPENSATORY/SICK

Type of Leave

- ☐ Vacation
- ☒ Sick
- ☒ Compensatory

Employee Name [redacted] Employee Code C/49

Dates Requested/Absent: 7-28, 7-29

Vacation Hours Requested: _____ Compensatory Hours Requested: 12

Vacation Hours Available: _____ Compensatory Hours Available: 162.49

Vacation Hours Taken: _____ Compensatory Hours Taken: 21.51

Hours Available Through: _____ Verification of Dispatcher: _____

Person Notified on Date of Absence: Sick Hours Hours Absent: 4 Hrs

Personnel Department Signature: _____

Employee's Signature [redacted]

Supervisor's Signature: _____

Vice President's Signature: _____

Vacation/Compensatory Notes: Human Resources will verify that the employee has the amount of leave they are requesting. The form is then given to the employee's immediate supervisor. The supervisor shall either approve or deny the request based upon the workload the employee currently carries and the employee's ability to cover their workload. In addition, once the supervisor has signed off, please re-submit to the Personnel Department for the Vice President's signature.

Request must be submitted to your immediate supervisor at least two weeks before the first day of requested leave during January and February. Requests during March through December must be submitted and approved one month in advance. In either case, more notice is desirable. After this form is approved and signed by all parties, you must attach it to a completed timesheet and turn it in before you leave. Make sure you account for all days and hours taken on your completed timesheet. Emergencies shall be handled in accordance with Company Policy.

Sick Notes: Upon returning to work, complete the above and return to the personnel department for approval. This approval is contingent upon the amount of accrued leave the employee has earned once approved, attach this form to a completed timesheet and turn in. The timesheet must specify the dates and hours of your sick leave. Also, if paid sick leave is requested for more than two (2) days, a doctor's excuse must be provided to the SCE Personnel Department upon returning to work and before compensation is issued. In addition, you must call in to dispatch before 7:30 AM to be placed on the manpower report. Vice President's/Supervisor's signature is not required for sick leave.

REQUEST FOR LEAVE
VACATION/COMPENSATORY/SICK

Type of Leave

- ☐ **Vacation**
- ☒ **Sick**
- ☒ **Compensatory**

Employee Name [redacted] Employee Code C1AA

Dates Requested/Absent: 6-9-03 ~ 6-13-03

~~Vacation~~ Sick Hours Requested: 9.24 Compensatory Hours Requested: 27.76

Vacation Hours Available: Compensatory Hours Available: 134.50

Vacation Hours Taken: Compensatory Hours Taken: 0

Hours Available Through: Verification of Dispatcher:

Person Notified on Date of Absence Vanessa Chaney Hours Absent: 37.0

Personnel Department Signature: Vanessa Chaney

Employee's Signature: [redacted]

Supervisor's Signature: 6/16/03

Vice President's Signature: DM

Vacation/Compensatory Notes: Human Resources will verify that the employee has the amount of leave they are requesting. The form is then given to the employee's immediate supervisor. The supervisor shall either approve or deny the request based upon the workload the employee currently carries and the employee's ability to cover their workload. In addition, once the supervisor has signed off, please re-submit to the Personnel Department for the Vice President's signature.

Request must be submitted to your immediate supervisor at least two weeks before the first day of requested leave during January and February. Requests during March through December must be submitted and approved one month in advance. In either case, more notice is desirable. After this form is approved and signed by all parties, you must attach it to a completed timesheet and turn it in before you leave. Make sure you account for all days and hours taken on your completed timesheet. Emergencies shall be handled in accordance with Company Policy.

Sick Notes: Upon returning to work, complete the above and return to the personnel department for approval. This approval is contingent upon the amount of accrued leave the employee has earned once approved, attach this form to a completed timesheet and turn in. The timesheet must specify the dates and hours of your sick leave. Also, if paid sick leave is requested for more than two (2) days, a doctor's excuse must be provided to the SCE Personnel Department upon returning to work and before compensation is issued. In addition, you must call in to dispatch before 7:30 AM to be placed on the manpower report. Vice President's/Supervisor's signature is not required for sick leave.

REQUEST FOR LEAVE
VACATION/COMPENSATORY/SICK

Type of Leave

- ☐ **Vacation**
- ☒ **Sick**
- ☒ **Compensatory**

Employee Name: [redacted] Employee Code: CLAA

Dates Requested/Absent: 7-23, 7-24 - 7-25

Vacation Hours Requested: _____ Compensatory Hours Requested: 13.75

Vacation Hours Available: _____ Compensatory Hours Available: 141.24

Vacation Hours Taken: _____ Compensatory Hours Taken: 21.51

4 Hours Sick

Hours Available Through: _____ Verification of Dispatcher: _____

Person Notified on Date of Absence: Ron Ray Hours Absent: 24

Personnel Department Signature: [illegible]

Employee's Signature: [redacted]

Supervisor's Signature: Ronald W. Ray Ron Ray 7-25-03

Vice President's Signature: _____

Vacation/Compensatory Notes: Human Resources will verify that the employee has the amount of leave they are requesting. The form is then given to the employee's immediate supervisor. The supervisor shall either approve or deny the request based upon the workload the employee currently carries and the employee's ability to cover their workload. In addition, once the supervisor has signed off, please re-submit to the Personnel Department for the Vice President's signature.

Request must be submitted to your immediate supervisor at least two weeks before the first day of requested leave during January and February. Requests during March through December must be submitted and approved one month in advance. In either case, more notice is desirable. After this form is approved and signed by all parties, you must attach it to a completed timesheet and turn it in before you leave. Make sure you account for all days and hours taken on your completed timesheet. Emergencies shall be handled in accordance with Company Policy.

Sick Notes: Upon returning to work, complete the above and return to the personnel department for approval. This approval is contingent upon the amount of accrued leave the employee has earned once approved, attach this form to a completed timesheet and turn in. The timesheet must specify the dates and hours of your sick leave. Also, if paid sick leave is requested for more than two (2) days, a doctor's excuse must be provided to the SCE Personnel Department upon returning to work and before compensation is issued. In addition, you must call in to dispatch before 7:30 AM to be placed on the manpower report. Vice President's/Supervisor's signature is not required for sick leave.

Manpower Report
8-04-03

JOSEPH T. - OUT SICK
AUGUSTUS T. - OUT SICK
EDMOND M. - OUT SICK
LYNN B. - OUT SICK
[redacted] -OUT SICK
RON R. - IN LATE
PATRICK O -BERIEVEMENT LEAVE
WAYNE C. -HOUSE PROBLEM

DISTRIBUTION LIST
1. JIMMY HICKERNELL
2.NIKKE DRAKE
3.GWEN DELLER
4.MIA PACELLI
5. RON RAY

Manpower Report
8-05-03

JOSEPH TOMMY - -OUT SICK
NEEDS DOCTORS NOTE TO
RETURN

DISTRIBUTION LIST
1. JIMMY HICKERNELL
2.NIKKE DRAKE
3.GWEN DELLER
4.MIA PACELLI
5. RON RAY

Manpower Report
8-12-03

[redacted] NO CALL
JIN HUCK HONG – OUT SICK
DANIEL HILL – OUT SICK

1. JIMMY HICKERNELL
2. MIA FACELLI
3. REBECCA FEZIE
4. NIKKI DRAKE
5. AMOS JALLAH
6. OWEN DELLER
7. RON RAY

Manpower Report
8-13-03

[redacted]-NO CALL
RANDY VINZANT -- IN 9:00 AM

1. JIMMY HICKERNELL
2. MIA PACELLI
3. REBECCA FEZIE
4. NIKKI DRAKE
5. AMOS JALLAH
6. GWEN DELLER
7. RON RAY

Soil Consultants Engineering, Inc.
Soil Consultants Drilling, Inc.

Odometer Beginning of Day:
Odometer End of Day:
Total Mileage:

DAILY TIME SHEET

DATE: 8/2/03 - 8/8/03

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
F Mon				~~2915~~		~~999~~				~~Disp~~ SICK
.5 Tue										SICK
Wed	635	1720	10.85	2915	90	999				Dispatch
Thur	0655	1730	10.75	↓	↓	↓				↓
Fri	645	1900	12.55	↓	↓	↓				↓
										Dr. Nuke was brought in on 8/6/03 when employee returned to work.
Comp,Sick or Vac. Time Used			6.00							
Total Hours			34.00							
			40.0							

Mileage Totals

[redacted] 8-14-03
Employee Signature Date

8/14/03
Supervisor/Reviewer Signature Date

Soil Consultants Engineering, Inc.

Soil Consultants Drilling, Inc.

Odometer Beginning of Day:

Odometer End of Day:

Total Mileage:

DAILY TIME SHEET

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

DATE: 3/15-21/03

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
Mon	615	545	11.0	2815	90	999				D. Sparks
Tue	625	615	11.75							
Wed	610	510	11.50							
Thur	615	545	11.0							
Fri	620	130	7.0							
Lunch	150	535	3.75							
Comp.Sick or Vac. Time Used								Mileage Totals		
Total Hours			~~56.0~~							

54 52.25 LP

[redacted] 3-24-03

Employee Signature Date

3-24-03

Supervisor/Reviewer Signature Date

Soil Consultants Engineering, Inc.
Soil Consultants Drilling, Inc.

Odometer Beginning of Day:
Odometer End of Day:
Total Mileage:

DAILY TIME SHEET

DATE: 4-12 + 4-14-1 03

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
				2815	90	999				Dispatch
mon	640	515	10.50							
Tue	645	545	11.0							
Wed	640	515	10.50							
Thur	630	130	7.00							
Fri	230	615	3.75							
Fri	630	515	10.50							
Comp,Sick or Vac. Time Used										
Total Hours			53.25							

Mileage Totals

[redacted]
Employee Signature

4-21-03
Date

Supervisor/Reviewer Signature

4-23-03
Date

Soil Consultants Engineering, Inc.
Soil Consultants Drilling, Inc.

Odometer Beginning of Day:
Odometer End of Day:
Total Mileage:

DAILY TIME SHEET

DATE: 4-26 to 5-2 1 to 3

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
Sat	700	1100	4.0	2815	90	997				office work
Mon	700	645	11.75							Dispatch
Tue	715	540	3.5							
Wed	715	515	10.0							
Thur	715	740	14.5							
Fri	640	500	10.25							
Comp,Sick or Vac. Time Used										
Total Hours			54.0							

Mileage Totals

[redacted] 5-5-03
Employee Signature Date

5-5-03
Supervisor/Reviewer Signature Date

Soil Consultants Engineering, Inc.

Soil Consultants Drilling, Inc.

Odometer Beginning of Day:

Odometer End of Day:

Total Mileage:

DAILY TIME SHEET

DATE: 5-10 15-16 12-1

EMPLOYEE CODE: [redacted]

EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
MON	650	540	10.75	2315		90999				Dispatch (IW)
TUE	650	545	10.75							
(14) WED	650	330	8.50							
WED	500	700	2.00							
THUR	650	540	10.25							
FRI	650	500	10.00							
Comp,Sick or Vac. Time Used								Mileage Totals		
Total Hours			52.25							

[redacted] 5-19-03

Employee Signature Date

IW 5-19-03

Supervisor/Reviewer Signature Date

Soil Consultants Engineering, Inc.
Soil Consultants Drilling, Inc.

Odometer Beginning of Day:
Odometer End of Day:
Total Mileage:

DAILY TIME SHEET

DATE: 5-17 + 5-23 / 2003

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
5/17	650	505	10.25	28:5		70999				
5/19	655	125	7.0							
5/20	205	520	3.25							
5/21	650	500	10.00							
5/22	650	500	10.00							
5/23	7.00	5 1/2	10.50							
Comp,Sick or Vac. Time Used										
Total Hours			51.00							

Mileage Totals

[redacted] 5-27-03
Employee Signature Date

5-27-03
Supervisor/Reviewer Signature Date

Soil Consultants Engineering, Inc.
Soil Consultants Drilling, Inc.

Odometer Beginning of Day:
Odometer End of Day:
Total Mileage:

DAILY TIME SHEET

DATE: 5-31 — 6-6

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
MON	6:10	8:10	2.0	2515	90 (N)	9999 (N)				Dispatch
	1230	535	5.0							
Tue	700	1250	5.5							
	200	530	3.5							
Wed	900	1245	3.75							
Wed	230	600	3.50							
Thurs	645	550	11.0							
Fri	645	945	3.0							
Fri	1045	545	7.0							
Comp,Sick or Vac. Time Used								Mileage Totals		
Total Hours			46.25							

[redacted]
Employee Signature

6-9-03
Date

Supervisor/Reviewer Signature

6-9-03
Date

Soil Consultants Engineering, Inc.

Soil Consultants Drilling, Inc.

Odometer Beginning of Day:

Odometer End of Day:

Total Mileage:

DAILY TIME SHEET

DATE: 6-7 / - / 6-13

EMPLOYEE CODE: [redacted]

EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
	6:30	9:30	3.0	2515		9099				Worked for 3 hrs then sick
Tue										Sick
Wed										Sick
Thur										Sick
Fri										Sick
Comp,Sick or Vac. Time Used			37.0							
Total Hours			3.0							

Mileage Totals

[redacted] 6-13-03

Employee Signature Date

6-13-03

Supervisor/Reviewer Signature Date

Soil Consultants Engineering, Inc.
Soil Consultants Drilling, Inc.

Odometer Beginning of Day:
Odometer End of Day:
Total Mileage:

DAILY TIME SHEET

DATE: 7-19 - 17-25

EMPLOYEE CODE: [redacted] EMPLOYEE NAME: [redacted]

PLEASE PRINT CLEARLY

Cust No. (Acct. Only)	Start Time	Stop Time	Total Hours	Project No.	Phase/Task No.	Category Code	Qty. Total	Actual Mileage	Billable Mileage (Acct. Only)	Descriptions, Remarks, Lot No.
				2815	90	999				
MON	0610	1845	12.05	2815	90	999				DISPATCH
TUE	0710	1730	10.20	2815	90	999				DISPATCH
WED			4/4							4-SICK / 4-COMP HOURS
THURS			8							COMP TIME
FRI			1.75							COMP TIME
			~~22.25~~							
Comp,Sick or Vac. Time Used										
Total Hours			40							

Mileage Totals

MEDICAL LEAVE

[redacted] 1-25-03
Employee Signature Date

FWKM 7-25-03
Supervisor/Reviewer Signature Date

Safety Statement

I, [redacted], have received a safety briefing given by Soil Consultants Inc. I have read and understand all safety issues related to my position. I, [redacted], further understand that I am required to follow all applicable safety laws, including Occupational Safety and Health Administration (OSHA) and Virginia Occupational Safety and Health Administration (VOSHA). I, [redacted], am required to use common sense in my daily work and to conduct myself in a safe manner at all times. I understand that if I do not follow the proper safety requirements, the company nor its insurance carrier will be held responsible for any injury caused by my negligence. I also understand failure to follow the safety requirements can result in termination.

[redacted] 3-21-03

Signature/ Printed Name **Date**

THE SOIL CONSULTANTS GROUP OF COMPANIES

COMPANY POLICY MANUAL

Revised in Full: June 10, 1987
Escrow Revision: September 22, 1988
Education Revision: August 23, 1989
Revised in Full: February 1, 1995
Profit Sharing Deletion: January 1, 1997
Performance Evaluation/Pay Raises Revision: August 12, 1997
Paid Holidays Revision: April 17, 1998
Time Record Keeping Revision: May 27, 1998

On March 3, 2003, I [redacted] received a copy of the above referenced Company Policy. Since that time, I have read and do completely understand the topics discussed in this document. I hereby agree to abide by the Company Policy as stated in this document. I understand that I am employed as a Full time Dispatcher (full time or part time) employee.

[redacted] 3-3-03

Signature Date

STATEMENT OF UNDERSTANDING

All employment with the Soil Consultants Group of Companies is Employment At Will. This means that the Companies reserve the right to terminate the employee with or without cause, just as the employee retains the right to terminate his/her employment with or without cause.

Soil Consultants, Inc., and its affiliated Companies, are Equal Opportunity Employers. All applicants for employment shall be recruited and hired on the basis of merit and qualifications, without regard to race, color, sex, religion, national origin, ancestry, age (as prescribed by law), handicap, marital status, or any other legally protected status. All employees will be assigned, transferred, promoted, upgraded, compensated, and terminated solely on the basis of merit, ability, and length of service, and without regard to race, color, sex, religion, national origin, ancestry, age (as prescribed by law), handicap, marital status, or any other legally protected status. Should any employee feel that he/she has been treated in a discriminatory fashion, he/she should so advise the Personnel Director.

This policy manual is provided for the employee's general information, and is not intended to create or imply a contract between the employee and the Company(ies).

Portions of this document concerning company benefits do not apply to part time, seasonal, or temporary employees. This is discussed in detail in Section 27.

3. SICK LEAVE:

a. THE SCI GROUP OF COMPANIES STRIVES TO PROTECT THE WELL BEING OF ITS EMPLOYEES. WHEN AN EMPLOYEE IS ABSENT FROM WORK DUE TO INJURY OR ILLNESS WE MAKE EVERY ATTEMPT TO INSURE THAT THE INJURY OR ILLNESS DOES NOT INCREASE IN SEVERITY OR ADVERSELY AFFECT OTHER EMPLOYEES. THEREFORE, IF ANY EMPLOYEE IS ABSENT FROM WORK FOR MORE THAN TWO (2) CONSECUTIVE WORK DAYS, HE/SHE MAY BE REQUESTED TO PRESENT A DOCTOR'S NOTICE, INDICATING THAT THE EMPLOYEE IS ALLOWED TO RETURN TO WORK. REQUESTS WILL BE MADE AT THE DISCRETION OF THE EMPLOYEE'S SUPERVISOR OR THE PERSONNEL DIRECTOR, AND WILL BE BASED ON THE NATURE OF THE ABSENCE. HOWEVER, IF PAID SICK LEAVE IS REQUESTED FOR MORE THAN TWO (2) CONSECUTIVE DAYS, A DOCTOR'S EXCUSE MUST BE PROVIDED TO THE SCI PERSONNEL DEPARTMENT BEFORE COMPENSATION IS ISSUED.

b. Each employee will receive up to five (5) days of paid sick leave annually. Sick Leaves accrues at 1.54 hours per pay period. To qualify for sick leave, the employee must notify either his/her supervisor or the personnel department before 8:00 A.M. on the date of absence.

c. Sick leave compensation will not be issued for work missed on holidays, Saturdays, or Sundays.

d. Sick leave may be accumulated up to four (4) weeks (20weekdays); however, any accrued sick time is canceled upon notice of termination of employment and not subject to monetary reimbursement.

e. In cases of extended hospitalization or an extended illness, when all paid sick leave is used, vacation time may be applied at the discretion of management. However, accrued sick leave may not be utilized as vacation compensation.

f. Before receiving sick leave compensation, the employee must submit an approved "Request for Sick Leave Form" to the SCI accounting department, in addition to a completed payroll sheet.

Regardless of whether time cards are utilized as opposed to payroll sheets, you are required to submit this request form to accounting.

g. All requests for sick leave compensation must be made within the same pay period as the time that was missed. If extended hospitalization or illness applies, the request must be made as soon as possible after returning to work.

h. Any deviation from these guidelines will result in denial of requests for sick leave compensation.

4. COMPENSATORY TIME (FOR SALARIED EMPLOYEES ONLY):

a. For salaried employees, any time worked in excess of 80 hours per pay period will be recorded as compensatory time. Vacation, sick, and holiday time will not be considered as hours worked, and will not count as hours worked toward the accrual of compensatory time.

b. Salaried professionals may accumulate compensatory time throughout the course of the year. However, only one week of compensatory time (40 hours) can be carried into any new year. For the purpose of compensatory time carry over, the new year shall mean March 1.

c. Utilization of compensatory time must be based on sound judgment with respect to your personal work load and the needs of our clients.

d. If an employee desires to utilize more than eight (8) hours of compensatory time in one (1) week, the employee must obtain prior approval from his/her supervisor.

e. Should a salaried employee not work 80 hours in any given pay period, the number of hours not worked less than 80 will be made up by using compensatory time accrued to date, in order for the employee to receive a full 40 hours per week pay. If the employee has no compensatory time accrued, vacation and sick leave may be used, at the employee's request. If the employee has no leave available, the employee will not be paid for those hours.

f. Compensatory time may not be utilized upon termination of employment and is not subject to monetary reimbursement.

9. EMPLOYMENT TERMINATION:

a. Employment termination will result from, but is not limited to, the following actions:

1) The use, possession, or influence of alcohol or illegal drugs while at work,

2) Failure of an employee to notify SCI, or his or her company, (either telephonically or in person) of his/her absence from work within two scheduled work days from the time that the employee was last scheduled to work,

3) Failure to advise the appropriate office when leaving

work for the day from any location other than the office,

4) An unacceptable driving record, as determined by the corporate automobile insurer,

5) Disclosure of salary(ies),

6) Moonlighting, or part-time employment, in a field related to employment with the SCI Group of Companies,

7) Falsification or alteration of any test results, reports, daily field sheets, time sheets, or time cards,

8) Unsafe conduct,

9) The use of company property for hire,

10) Misuse or mishandling of company property,

11) Failure to return all company equipment and/or property to its proper storage area at the end of each day,

12) Sleeping on the job, whether in the office, in a vehicle, or on a site, or outside the office premises,

13) Abusive or wreckless nature, insubordination, or refusal to work when required,

14) Violation of the Company policy,

15) Other reasons that may be deemed fit.

b. Upon termination, all company property including calculators, radios, keys, small tools, clip boards, etc. must be returned on the final day of employment. If these materials are not returned immediately, replacement costs will be deducted from the portion of the employee's final paycheck which exceeds the product of the current minimum wage requirement times the number of hours worked during the last pay period.

c. No vacation, sick leave, compensatory time, paid holidays, or pending performance evaluations will be issued after notice of employment termination has been issued by either party.

d. Employees may be dismissed from work at management's discretion. Refer to Page 1, Paragraph 1, regarding Employment at Will.

e. Upon deciding to terminate employment, employees are requested to submit two weeks notice in writing. This will ensure an opportunity for a transition period of job duties and responsibilities from the departing employee to another. As long as the company policy is followed during the two week period, and the work load justifies the time expended, all parties involved will benefit.

Central office of the Virginia Employment Commission
PO Box 1358
Richmond VA 23218
Attn: First level Appeals Room 214

To whom it may concern:

Please accept this letter as an appeal to the reversal of qualification of benefits For [redacted] This appeal is being made due to the fact I was Terminated from Soil Consultants Inc It is my opinion that I was Terminated based on the fact that I was suspected of making an ANONYMOUS call to the NRC - Nuclear Regulatory Commission. The NRC is currently investigating these allegations Soil Consultants Inc made me sign a statement that another employee did not make the call to the NRC. I also was [redacted] several times for [redacted] and other items. Im also filing Discrimination allegations with the US DEPT OF LABOR. I do have Doctors notes for all the time I was absent from work. Along with this letter Im also faxing the letter from the NRC concerning my allegations, as well as the letter Soil Consultants Inc made me sign as they Terminated me. Feel free to call me with any questions in this matter.

Thank You,

[redacted] 12-16-03

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COMMISSION APPEALS

Soil Consultants Engineering, Inc.

9303 Center Street
Manassas, VA 20110
(703) 366-3000
Fax: (703) 366-3400

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10.11.03.

October 8, 2003

Central Office of the Virginia Employment Commission
PO Box 1358
Richmond, VA 23218-1358
Attn: First Level Appeals (Room 124)

To whom it may concern:

Please accept this letter as an appeal to the determination of Qualification of Unemployment Benefits for [redacted], Social Security number [redacted]

[redacted] self terminated his employment by not following established company policies regarding absentism. He was absent on August 11, 12, 13 & ½ of the 14th. He did not call in on these days as required by policy to report his absence. After repeated attempts to locate and/or contact [redacted] no avail, the company had no choice but to find a suitable replacement for his position.

It is important to point out that [redacted] was the dispatcher, tasked with receiving all of the client calls for service and the logistical movements of all of the field personnel. The company field operations were disrupted, costing our clients and our corporation several thousands of dollars in delays and missed appointments and inspections.

In addition, this behavior was part of an ongoing problem, which consistently caused undue hardship on both our company and our clientele. [redacted] began his employment on and agreed to abide by our corporate policies on 3/3/03 he terminated his employment on 8/14/03. During his short employment period he was absent 15 days without calling in and/or a competent excuse. Further, [redacted] worked 6 shortened days by either leaving early or arriving late. [redacted] employment as our dispatcher was contingent on his being a responsible employee with the will and ability to arrive to work daily. During his interview, he presented himself as a dispatcher with years of experience and an inherent knowledge of the responsibilities he was accepting.

fax
~~mail opened~~ SO date 10/8 @ 3:42
researched date
filed Kd appeal date 10/8/03

OCT 2003
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Appeals

During [redacted] first six months of employment he was reprimanded on three separate occasions. 1) For not carrying out his duties as assigned. 2) For having another employee carry out a task he was specifically assigned, to perform. The delegation of this task was not permitted in advance and; 3) For an unauthorized purchase totaling $2,239.65, for which our company had to pay the shipping charges since [redacted] was in our employ at the time the order was made.

Therefore, it is our opinion that [redacted] knew what his duties and responsibilities were. [redacted] knew that the field employees as well as the operational staff and management depended on him to hand out the daily duties to approximately 20 technicians. By his actions he blatantly showed disregard for the well being of our company, our employees and our clients. Due to these documented facts, we feel [redacted] should be denied Unemployment Benefits.

Should you have any questions or need any additional information, please do not hesitate to contact me directly at (703) 926-5521. Thank you.

Sincerely,

Leigh A. Pittman

Leigh A. Pittman
Assistant to the CFO

Cc: Personnel File

OCT 2003
Appeals