

August 15, 2023

Re: Stefan Leonardo Leiva Maldonado Employment and Salary Verification

To Whom it May Concern,

Stefan Leonardo Leiva Maldonado was employed by Janssen & Spaans Engineering, Inc. as a Project Engineer between the dates of 8/26/2019 – 6/11/2021.

Sincerely,



Abe Swidan, President

June 26, 2019

Mr. Stefan Leonardo Leiva Maldonado
104 S Third St., Apt. 204
Lafayette, IN 47901

Re: Employment Offer

Dear Mr. Leiva Maldonado:

We are pleased to offer you a position at Janssen & Spaans Engineering, Inc. (JSE) with the following conditions:

Position

Your job description, or title, will be Project Engineer. For the first 90 days of continuous employment you will be classified as an Introductory Employee. After satisfactory completion of the introductory period, you will be a Regular Full Time employee. You will be eligible for all benefits offered by JSE on the first of the month after 30 days of employment.

Responsibilities

Assist Project Managers / Senior Engineers with development of bridge design plans and calculations. This work will involve design, construction engineering and other project development work using INDOT and other state agency standards.

Salary and Fringe Benefits

Your starting salary will be \$72,500 per year. Overtime will be paid at straight time the base hourly wage for every hour worked over 40 hours in one week.

Provided you work at least 1,000 hours in your first 12 months of employment, you will be eligible to enter into the JSE ESOP plan on January 1, 2020. If you do not work 1,000 hours in your first 12 months of employment, then the 1,000 hour requirement will be based on subsequent calendar years. The retirement plan has two separate parts:

401k Pre-Tax Contribution Plan: You may elect to make tax deferred contributions up to the maximum allowed by the plan (as per IRS rules). You have a choice of various investment funds.

ESOP/401k Plan: JSE will make a contribution of 3% of your salary into the ESOP/401k plan every year.

Medical insurance, including a dental and drug plan is available. Per the 2019 policy, the company pays 60% of the premium and the employee pays the remaining 40% of the premium. The premium policy

will be evaluated on a yearly basis and could change based on future health care rates. (Note: Do not cancel any health insurance program until you are accepted in writing by our insurance program).

The combined vacation and sick time will be accrued at a rate of 3 weeks per year. There will be no carry-over of unused vacation/sick time after December 31 of each year (2.3 hours accrued for each 40 hour work week). The company observes the National Holidays (Memorial Day, July Fourth, Labor Day, Thanksgiving, Christmas and New Year's Day).

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Janssen and Spaans is a smoke-free facility. Smoking is not allowed on the grounds of JSE.

We would like your starting day to be on or before August 26, 2019.

Please let us know of your decision to accept employment no later than July 12, 2019.

Business Hours:

Our normal business hours are Monday through Thursday 7:00 a.m. to 5:00 p.m. and 8:00 a.m. to 12:00 noon on Friday.

We look forward to having you as part of the JSE team and providing you opportunities to exercise your skills and experience in helping to make the firm successful.

If you have any questions regarding this offer, do not hesitate to contact me.

Very truly yours,



C. Brian Slagle, P.E., S.E.
Vice President

Attachments: 2019 Benefit Information
JSE Project Engineer Job Description

Acceptance:

Stefan Leonardo Leiva Maldonado

Date



Rev: 1

Date: 02/10/14

Ref. Number: JSE-QS-140-06

Title: Project Engineer Job Description**PROJECT ENGINEER JOB DESCRIPTION****Reports to: Project Managers and Sr. Project Engineers****Essential Duties/ Responsibilities:**

- Basic use of drafting software, Microstation/ACAD commands and applications.
- Advanced use of Microsoft Office applications.
- Basic understanding and use of CAD design software and functions.
- Willingness and ability to learn more complex design and/or drafting applications and principles.
- Basic use of road design and/or bridge design software. Ability and initiative to learn complex design software and functions.
- Assist supervisor in development of plan sets and details with minimal direction.
- Develop accurate plans and calculations that conform to JSE and clients standards and applicable codes.
- Follow and enforce JSE detail checking procedures. Adhere to and comply with JSE QC manual directives, requirements and policies.
- Responsible for producing accurate and complete rebar lists, quantities and cost estimates.
- Develop project specifications and reports in accordance with client requirements.
- Responsible for project documentation/filing as assigned.
- Ability to communicate verbally and in writing effectively.
- Complete assignments on time according to project requirements.
- Checks own work prior to submittal to supervisor.
- Exhibits positive attitude and willingness to work as a team member.
- Observes required company work hours and policies.
- Check with group managers/PM's for assignments.
- Work independently and keep busy. Inform supervisor in advance when current assignment will be complete. Seek out assignments.