Stanford Law School (SLS) offers a one-year postgraduate public interest fellowship that enables an SLS alumnus/a to work full-time in a law-related endeavor designed to further the public interest (the “FELLOWSHIP”). ALUM NAME (“FELLOW”) has been selected as a 2018-2019 Fellow. FELLOW will complete his/her Fellowship with ORG NAME (“HOST ORGANIZATION”). This agreement is entered into between SLS, the FELLOW and the HOST ORGANIZATION to document their mutual agreement regarding the terms and conditions of the FELLOW’s participation in the FELLOWSHIP:

The FELLOW will be employed full-time by the HOST ORGANIZATION for one year effective on SEPTEMBER XX, 2018, and performing work as generally described in Attachment A (FELLOW’s fellowship application). The HOST ORGANIZATION will designate a primary supervisor for the FELLOW who will provide professional, responsible supervision of the FELLOW and both the HOST ORGANIZATION and the FELLOW will furnish SLS with a final report regarding the FELLOW’s service to the HOST ORGANIZATION. HOST ORGANIZATION is expected to appropriately train and equip the FELLOW so that she is able to adequately perform her FELLOWSHIP duties. FELLOW is expected to comply with the HOST ORGANIZATION’s policies and procedures, including its personnel policies, and to timely complete any training that the HOST ORGANIZATION typically requires of employees at a level comparable to the FELLOW.

The parties agree that the HOST ORGANIZATION is considered the employer for purposes of this agreement. It has the right to control and direct the services of the FELLOW on a day-to-day basis. SLS’ role is limited to determining whether the FELLOW meets the eligibility requirements for employment under the Fellowship Program and to verifying that the FELLOW participates in and completes the year-long Fellowship. The FELLOW can be removed from the HOST ORGANIZATION, and the Fellowship terminated in advance of the anticipated end date, for good cause, including misconduct, unsatisfactory performance or unauthorized absences. The HOST ORGANIZATION agrees to consult with SLS in the event it believes good cause exists for early termination of the FELLOW.

The HOST ORGANIZATION agrees to promptly report directly to SLS any workplace accidents involving any injury to the FELLOW and to report any such accidents to the HOST ORGANIZATION’s worker’s compensation carrier. The HOST ORGANIZATION further agrees to promptly report directly to SLS any significant workplace incidents involving the FELLOW, including but not limited to any complaints made by or against or involving the FELLOW or any unauthorized or extended absence of the FELLOW from the Fellowship.

The FELLOW will receive a minimum salary of $45,000 for the one-year Fellowship and benefits up to $15,000 for the year. Compensation of the FELLOW for work performed under this agreement will be disbursed by SLS in one lump sum payment to HOST ORGANIZATION after this agreement has been signed and HOST ORGANIZATION submits an invoice to SLS. HOST ORGANIZATION may choose to offer a higher salary or more in benefits, but understands that SLS will not reimburse for more than $60,000 total.

It is agreed and understood that SLS will hold the HOST ORGANIZATION and its employees harmless against any and all suits and/or claims of liability for damages arising out of any negligence or claim of negligence of SLS, and its employees, including the FELLOW furnishing services to the HOST
ORGANIZATION under this agreement, and that the HOST ORGANIZATION agrees to hold SLS harmless against any and all suits and/or claims of liability for damages arising out of any negligence or claims of negligence of the HOST ORGANIZATION and its employees, including the employees of the HOST ORGANIZATION responsible for supervising the work of the FELLOW under this Agreement.

FELLOW and HOST ORGANIZATION acknowledge that SLS and Stanford University prohibit discrimination and harassment and provide equal opportunities for all community members and applicants regardless of their race, color, religious creed, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, gender identity, veteran status or any other characteristic protected by law. Where actions are found to have occurred that violate this standard the University and HOST ORGANIZATION, as appropriate, will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible. FELLOW agrees to report any actions which may violate this standard to the Levin Center Executive Director immediately.

All notices required under this agreement shall be sent via email to the representatives signing below on behalf of the respective Parties and to the Levin Center Executive Director.

It is so agreed on __________________________, 2018.

__________________________________
Authorized representative
Stanford University

HOST ORGANIZATION Representative’s Signature

__________________________________
Name and Title

__________________________________
Email/Telephone

HOST ORGANIZATION Supervisor (if different than the representative signing above)

__________________________________
Name and Title

__________________________________
Email/Telephone

FELLOW’s Name: ____________________________________________
  Last Name, First Name

FELLOW’s Email ____________________________________________
FELLOW’s PHONE: ________________________________

Name of HOST ORGANIZATION: ________________________________

Street Address: ________________________________

City: __________________ State: __________ Zip Code: __________

Country: __________________

Telephone: ______________ Email: ________________________________

Website address: ________________________________

Federal Tax Identification Number (if applicable): ________________________________