

\$ 6,000 LABOR AND EMPLOYMENT LAW SUMMER CLERKSHIP COMPETITION

KING COUNTY BAR ASSOCIATION & UNIVERSITY of WASHINGTON SCHOOL of LAW

2013 GRANT APPLICATION GUIDELINES AND REQUIREMENTS

1. PURPOSE AND ADMINISTRATION

The Labor and Employment Law Summer Clerkship Competition was first implemented in Academic Year 2008-2009, with funding provided by the Labor and Employment Section of the King County Bar Association (KBCA) along with Seattle University and the University of Washington Schools of Law. Since then, the competition has occurred when the KCBA Labor and Employment Law Section has the monies with which to fund it. The Administering Organizations are Selection Committees established at Seattle University School of Law and the University of Washington School of Law, each of which includes a member of the KCBA Labor and Employment Law Section, as set forth below.

Each of these organizations is dedicated to educating future lawyers about the practice of labor and employment law. The purpose of this grant is to give students the opportunity to have hands-on experience in the field of labor and employment law where such experience would not otherwise be available because of limited funding.

2. Eligibility

Any law student who will have completed at least one year of law school by the time the proposed project begins is eligible to apply. No applicant may serve as a member of the current year's Selection Committee.

3. Grant Amount and Required Work Time

The amount of the grant in the summer of 2013 will be \$ 6,000. The first half of the grant will be paid by the Labor and Employment Section of the King County Bar Association at the beginning of the Clerkship. The second half of the grant will be paid by the KCBA Labor and Employment Law Section upon notice to the Section by the Selection Committee Chair that the student has completed all requirements of the Clerkship. It is expected that projects will last 8-10 weeks and it is required that the Grantee work at least 330 hours. The Grantee's work schedule must be mutually agreed upon by the Grantee and the Sponsoring Organization at which the student is placed. Typical arrangements, for example, would be 8 1/3 weeks at 40 hours per week, or 10 weeks at 33 hours per week.

4. Types of Qualifying Projects

Grants are awarded to fund projects with government or non-profit agencies that will provide a tangible benefit to the community. The project must involve some aspect of Labor and Employment Law in which the student will be directly involved. Sponsoring Organizations that will qualify for grants include governmental agencies, administrative bodies, and other non-profit organizations in Washington State that have a connection with Labor and Employment law. *See Appendix 1.*

5. Selection Criteria

At each School of Law, a Grant Selection Committee will make determinations regarding grant disbursements. Each Selection Committee shall include a member of the King County Bar Association Labor and Employment Section, selected by the Chair of the Section. The criteria on which selection will be made are: (1) the overall quality of the essay; (2) the applicant's demonstrated commitment to labor and/or employment law; and (3) the degree to which the applicant appears willing and able to provide useful services to the Sponsoring Organization and the community. The Committees will not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or age. Grades may be considered as supporting information, but grades will not be the primary criterion. An interview may be required in instances where the Committee feels that would be useful.

6. Application Process

By the application deadline, applicants must submit the following:

1. A current résumé and two blind letters of recommendation. "Blind" recommendations are submitted either (a) by the applicant in an envelope indicating that the envelope was sealed by the recommender or (b) mailed directly to the Committee by the recommender and received by the application deadline.
2. A two page (or 4 pages double spaced) essay on your interest and experience in Labor and Employment Law. You should include a description of your interest in the field; any past experience you have had that is relevant (although prior experience is not required for consideration); the type of activities, experiences, and employment you plan to pursue in the future; and how you would like to contribute to this field in your future career.
3. An accurate transcript of all law school courses taken to date.
4. A "Statement of Commitment." Choose the potential Sponsoring Organization in the Appendix that most interests you. If you are not familiar with the organizations, check the web or other sources and ask your professors or the Selection Committee. Call that Organization and explain that you are applying for the award, and request a meeting for them to meet (interview) you to discuss whether they would like to have you work for them (at no cost to them) should you win the Competition. The organization may or may not be familiar with the competition, so be prepared to explain what it is. They usually are delighted at the prospect of having an interested student work for them at no cost to them! *Send the Organization a copy of these Guidelines before your interview or take a copy with you.* Explain that after meeting you and reviewing these Guidelines, if they believe your skills match their needs, they need to give you a short "Statement of Commitment" saying that they are familiar with the Guidelines and that if you win the Competition, they agree to serve as your Sponsoring Organization. For convenience, applicants may simply photocopy the sample Statement in Appendix 2 and ask the Organization to fill it in. If the organization is unable to provide you with a Statement of Commitment, then you may try a different organization. Submit only one Statement of Commitment with your application materials.

Additional Sponsoring Organizations. If you have identified an Organization that you feel would be consistent with the purposes of this Competition, but it is not listed in Appendix I, the Committee is happy to consider whether that placement serves the purposes of this Competition. In this event, please submit, along with your Statement of Commitment and application materials, the following information about your proposed Sponsoring Organization:

- a. its work and priorities;
- b. the nature of the Labor/Employment Law-related assignments;
- c. the agency's government or non-profit status.

The decision whether or not a proposed Sponsoring Organization is an appropriate placement rests in the discretion of the Selection Committee.

7. Application Deadline

Check your law school's "*Supplemental Information*" for your school's application deadline, since these differ. **(The UW Law School Supplemental Information is found at the end of these Guidelines, in Appendix 3.)** Turn in your applications to the Chair of the Grant Selection Committee or to the contact person listed below for your School of Law. The Selection Committee intends to make its final determinations swiftly. Applicants will be notified by letter (deposited in their student mailboxes) or by e-mail as to whether they have received the grant.

8. Responsibilities of Applicants

By applying for a grant, the applicant is agreeing to comply with the following procedures and conditions:

1. Non-selection: The Selection Committee is not in a position to assume responsibility for communicating with the proposed Sponsoring Organizations about applicants who are not awarded the grant. Those Organizations will need timely notice that you will not be working for them. Accordingly, if you do not win the Award, you must promptly notify your intended Sponsoring Organization (from which you obtained your Statement of Commitment) of this fact. ***The need for courteous consideration of our potential Sponsoring Organizations makes your follow-through on this obligation important to the ongoing success of the Program.***

2. Required work: See "Grant Amounts and Required Work Time," and other sections above for information about the required number of hours and schedule.

3. Indication of successful completion:

(a) *by the Grantee*: The Grantee must submit a report (2-4 pages in length) to the Selection Committee at the conclusion of the Clerkship indicating that he or she has successfully completed the requirements of the Clerkship, and describing and evaluating their experience and accomplishments.

Deadline: The applicant should submit the **Final Report by Sept. 3, 2013**.

(b) *by the Sponsoring Organization*: The Organization must simply confirm in writing (or by another manner if requested by the Selection Committee) that the grantee successfully completed the requirements of the Clerkship. **Deadline**: The organization should submit the **Statement of Completion by Sept. 3, 2013**. The applicant should check with the Selection Committee Chair to make sure that the organization has met this time frame.

Should the recipient be unable to undertake or complete the proposed project due to a change in the organization, a change in the work assigned, personal issues, or other reasons, the student must immediately notify the Chair of the Selection Committee. The Selection Committee will decide whether

to rescind the Award or to require its full or partial repayment, and whether to award some or all of the Award to another student.

4. Additional requirements: At each School of Law, the Grant Selection Committee may issue "Supplemental Information" *supplementing or superceding the information contained herein*. Look for posted, published, or e-mailed announcements containing such information, or check with your contact person listed herein about whether the Selection Committee has issued Supplemental Information, and if so, be sure to comply with any additional conditions. Supplemental Information for University of Washington School of Law is found at the end of these Guidelines.

In accordance with ABA requirements and Law School requirements, students working full time in the summer may be restricted in the number of credit hours in which they may enroll; recipients must ensure that they are in compliance with such restrictions. Because students may not receive academic credit for paid work, externships cannot be supported by the Grants.

9. Payment of Grant Funds

1. Disbursements. See the Chair of the Selection Committee and any Supplemental Information for details about the timing of payments for the Clerkship, and whether disbursements will be paid in installments, a lump sum, or in addition to work study arrangements.

2. Repayment. If you are unable to complete all of your requirements for the Clerkship, whether you will receive any unpaid grant funds, and whether you must repay any previously-received grant funds, is up to the discretion of the Selection Committee.

3. Taxes. Please be advised that, depending on the manner in which payment is made, the Grantee may be responsible for applicable taxes.

10. For More Information:

At the University of Washington:

See Appendix 3 below

Aline Carton-Listfeld, Assistant Director, Center for Public Service Law

acarton@uw.edu

(206) 616-9789

APPENDIX 1-- Sample Sponsoring Organizations**

Equal Employment Opportunity Commission.
909 First Avenue
Seattle WA 98104-1061
(206) 220-6854

Federal Mediation & Conciliation Service.
Westin Building, Suite 1100
2001 Sixth Avenue
Seattle, WA 98121
(206) 553-5800

Seattle City Attorney's Office.
Employment Law Division
P.O. Box 94769
Seattle WA 98124-4769
(206) 684-8207

Seattle Police Department (Labor and Employment Division)
Mark McCarty, Esq.
Seattle Police Department
610 Fifth Avenue, Sixth Floor
Seattle WA 98104
(206) 615-1234

United States Department of Labor (OSHA)
Vicky Coleman, Esq.
1111 Third Avenue, Suite 715
Seattle WA 98121
(206) 441-9178

United States Department of Labor Employee Benefits Security Administration (EBSA)
Seattle (please look up current address in U.S. Gov't listings)

Washington State Human Rights Commission
511 Third Avenue, Suite 921
Seattle WA 98101
(206) 464-6500

King County Prosecuting Attorney's Office, Employment Section
Seattle, WA

Equal Employment Opportunity Commission Litigation Unit.
909 First Avenue
Seattle WA 98104-1061
(206) 220-6896

National Labor Relations Board.
Brian Sweeney, Esq.
915 Second Avenue, Suite 2948
Seattle WA 98174
(206) 220-6327

Seattle Office of Civil Rights.
Angela Dawson-Milton
700 Third Avenue, Suite 250
Seattle WA 98104-1849
(206) 684-8063

Unemployment Law Project
Mark Lampson
1904 Third Avenue, Suite 604
Seattle WA 98101
(206) 441-9178

United States Department of Labor (Seattle Solicitors Office)
Rochelle Kleinberg, Esq.
1111 Third Avenue
Seattle WA 98111
(206) 553-0940

Washington State Department of Labor and Industries
PO Box 44000
Olympia WA 98504-4000
(360) 902-5800

Washington State Public Employment Relations Commission (PERC)
Mike Sellars, Executive Director
P.O. Box 40919
Olympia WA 98504
(360) 570-7300

King County Labor Relations
Seattle, WA

**University of Washington Attorney General's
Office Labor & Employment Law unit**
Seattle, WA

*Possibly **Columbia Legal Services***

The Seattle Office does not do many labor and employment cases, but ask if one of the outlying offices does. Remember, though, that you **MUST** be doing solely labor and/or employment cases, so find this out, get it very clear for yourself on this, and address this specifically in your application.

*Possibly **Legal Voice**, if labor and employment law cases are available*

See faculty advisor or career coach to discuss

**State Higher Ed Board, if doing labor and
employment law work**
Seattle, WA

*Possibly **Northwest Justice Project***

The Seattle Office does not do many labor and employment cases, but you could ask if one of the outlying offices does a lot of them. Remember, though, that you **MUST** be doing solely labor and/or employment cases, so find this out, get it very clear for yourself on this, and address this specifically in your application.

**** NOTE:** The listing of potential employment placement locations, above, merely indicates that the organizations would meet the specifications of these guidelines. It does not ensure that the organization has agreed to take part in the program, nor does it indicate that the organization is willing to host a student as a summer clerk. As the foregoing guidelines explain, the burden is on the student applicant to contact the organization, provide the organization with a copy of these guidelines, and inquire as to whether the organization would be willing to be host the student for a summer clerkship.

APPENDIX 2 - SAMPLE STATEMENT OF COMMITMENT

(feel free to photocopy, fill in, and submit)

Date: _____

Dear Selection Committee:

I have reviewed the Guidelines of the Labor and Employment Law Summer Clerkship.

On behalf of the organization listed below, I agree that if _____
(applicant's name)
is selected as a winner of the Competition, I will supervise the placement of this student in our organization for the upcoming summer, in accordance with the requirements in the Guidelines.

Your Name _____ Title _____

Organization _____

Address _____

Phone () _____ e-mail _____

APPENDIX 3- University of Washington School of Law SUPPLEMENTAL INFORMATION

The following information applies to the University of Washington Grant and supplements the information found in the Clerkship Guidelines. In cases of conflict, this supplemental information controls. Copies of the Guidelines may be obtained from and questions can be sent to Aline Carton-Listfeld, Assistant Director, Center for Public Service Law at acarton@uw.edu.

Eligible UW Students: In addition to the eligibility mentioned in the general Guidelines, above, grant applicants are reminded of the American Bar Association limit that no more than six-credits may be taken during the summer while working full-time. This Labor and Employment summer clerkship is full-time employment.

Content of Recommendation Letters. UW applicants should request their recommenders to address the following, if possible:

1. Basis on which you know the applicant;
2. maturity and interpersonal skills;
3. problem-solving or conflict resolution skills;
4. professionalism, or the extent to which the applicant would be a "good ambassador" of UW School of Law;
5. commitment to public service;
5. academic ability and initiative.

UW Law Application Deadlines:

The application deadline is **Wednesday, April 3, 2013 by 3:00PM PST**. Please submit your completed application by scanning, converting to PDF and emailing your application to Aline Carton-Listfeld, Assistant Director of the Center for Public Service Law at acarton@uw.edu with the subject heading, *KCBA Labor & Employment Summer Clerkship Grant Committee*.

At this time, UW Law requires a separate application for the KCBA Labor and Employment Law Section Summer Clerkship Competition from the WSBA Labor and Employment Law Section Summer Clerkship Competition.

Non-listed organizations

If you are considering asking an organization to sponsor you and the organization is not in the Appendix to these guidelines, feel free to contact the Chair of the Selection Committee for guidance on whether that is an appropriate potential placement for this particular Clerkship.

Payment and Administration of the Grant

The Dean has delegated the administration of the Grant to the Selection Committee. The Committee consists of Assistant Dean for Public Service, Michele Storms; Assistant Director for Public Service, Aline Carton-Listfeld, at least one UW Labor and Employment Law faculty, as well as the member(s) designated by the KCBA Labor and Employment Law Section.

Upon your selection and acceptance, KCBA will issue you a \$3000 check once the Selection Committee Chair receives your (1) full name, (2) social security number, and (3) mailing address. These items may be sent via email to the Selection Committee Chair who will forward to the KCBA, which will then mail you a check. The second \$3000 is paid by the KCBA once the Selection Committee Chair receives and verifies (1) your Final Report; and (2) the notice from the Sponsoring Organization that you have completed the Guideline Requirements.