

# **\$ 6,000 LABOR AND EMPLOYMENT LAW SUMMER GRANT**

WASHINGTON STATE BAR ASSOCIATION LABOR & EMPLOYMENT LAW SECTION  
& the UNIVERSITY of WASHINGTON SCHOOL of LAW

## **2017 APPLICATION GUIDELINES AND REQUIREMENTS**

### **WSBA Labor & Employment Law Section Grant**

The Labor and Employment Law Summer Public Service Grant was implemented in Academic Year 2004-2005, with funding provided by the Labor and Employment Section of the Washington State Bar Association (WSBA) along with the University of Washington School of Law. The WSBA Labor and Employment Section contributes \$5000 towards the grant. The UW School of Law contributes \$1000 towards the grant.

#### **1. Purpose**

Each of these organizations is dedicated to educating future lawyers about the practice of labor and employment law. The purpose of these two grants 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. Administration**

The Administering Organization is the Gates Public Service Law Program at UW Law. The Dean of the University of Washington School of Law has delegated the administration of the Grant to the Selection Committee. The Committee includes a member of the WSBA Labor and Employment Law Section; at least one UW Labor and Employment Law faculty; and an alumnus practicing Labor and Employment law. For 2017, Huy Nguyen, Assistant Director for the Gates Public Service Law Program serves as the Committee Liaison. The Selection Committee reviews the applications and provides its recommendation to the WSBA Executive Committee of the Labor and Employment Law Section which selects the grant recipient.

#### **3. 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. A selected applicant who has received other summer grant funding may be required to waive funding from this grant.

#### **4. Grant Amount and Required Work Time**

The Grant will be awarded in an amount of **\$6,000** to fully fund the summer internship. *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.

Upon selection and acceptance, the first part of the grant (\$1,000) will be paid by UW Law and will arrange payment directly with the Grantee. The second half of the grant (\$5,000) will be paid by the WSBA Labor and Employment Section approximately 30 days after the first payment made by UW Law.

### **5. 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 that have a connection with Labor and Employment law in Washington State. *See Appendix 1 for examples.*

### **6. Selection Criteria**

Selection Committee will make determinations regarding grant disbursements. The criteria on which selection will be made are: the overall quality of the essay; the applicant's demonstrated commitment to labor and/or employment law; and the degree to which the applicant appears willing and able to provide useful services to the Sponsoring Organization and the community. The Committee 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.

### **7. Application Process**

Applicants must submit the following:

- a) A current **résumé**
- b) Two blind **letters of recommendation**. "Blind" recommendations are submitted via email directly to the Committee by the recommender and received by the application deadline. Recommenders should address the following:
  - i. Basis on which you know the applicant;
  - ii. maturity and interpersonal skills;
  - iii. problem-solving or conflict resolution skills;
  - iv. professionalism, or the extent to which the applicant would be a "good ambassador" of UW School of Law;
  - v. academic ability and initiative.

The two blind letters of recommendation must be submitted directly by the recommender and received by the application deadline to Anne Spangler at [spangler@uw.edu](mailto:spangler@uw.edu). Please have the recommender include applicant's last name and WSBA Labor and Employment Summer Grant in the subject line. For example, "Smith, WSBA Labor and Employment Summer Grant."

- c) A two-page (or 4 pages double spaced) **essay\*** please address the following:
  - your interest in Labor and Employment Law and why you should be selected

- your experience in labor and employment issues, community or public service experience and in which state you plan to practice
- your financial need and how you intend to support yourself this summer should you not be selected for a grant

*\*Please be sure to number all pages of your essay.*

- An accurate **transcript** (unofficial is permissible) of all law school courses taken to date.
- A "**Statement of Commitment**" from a Sponsoring Organization that agrees to host and supervise your internship this summer. See Appendix 1 for a sample list of qualifying organizations.
- Please make sure your name is clearly listed on each page of your application materials.

#### **8. Additional Sponsoring Organizations.**

If you have identified an Organization that you feel would be consistent with the purposes of this Grant, but it is not listed in Appendix 1, the Committee is happy to consider whether that placement serves the purposes of this Grant. In this event, please submit, along with your Statement of Commitment and application materials, the following information about your proposed Sponsoring Organization:

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

The Selection Committee will have the discretion to decide whether a proposed Sponsoring Organization is an appropriate placement.

#### **9. Application Deadline & Instructions**

The application deadline is **Friday, May 12, 2017 by 3:00pm PST**. Please submit your completed application by scanning, converting to PDF (as one file) and emailing your application to Anne Spangler at [spangler@uw.edu](mailto:spangler@uw.edu) with the subject heading, WSBA Labor & Employment Summer Grant.

The Selection Committee intends to make its final determinations swiftly. Applicants will be notified by e-mail as to whether they have received the grant.

#### **10. Responsibilities of Applicants & Recipients**

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

- 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 with them if that is the case.

2. Required work: See "Grant Amount and Required Work Time," and other sections above for information about the required number of hours and schedule. In addition, 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 internship is considered full-time employment.
3. Indication of successful completion:
  - a. *By the Grantee:*

The Grantee must attend the Section's Annual Luncheon in November, and be willing to make very brief remarks along with the other law school recipients to the section members during the lunch about their experience. If the Grantee cannot attend the lunch due to unavoidable scheduling conflicts, we do ask that they provide a short written statement to be read at the lunch in lieu of their presence.
  - b. *By the Sponsoring Organization:* The Organization must confirm via email to the Selection Committee liaison that the grantee successfully completed the requirements of the internship. ***Deadline:*** The organization should submit the **Statement of Completion by Friday, September 15, 2017**. The applicant should check with the Selection Committee Chair to make sure that the organization has met this time frame.
  - c. *Non-Completion:* 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 Selection Committee liaison. The Selection Committee will decide whether to rescind the Grant or to require its full or partial repayment, and whether to award some or the entire Grant to another student.

## 11. Payment of Grant Funds

- a. Disbursements. See § 4 "Grant Amount and Required Work Time."
- b. Repayment. If you are unable to complete all of your requirements for the internship, 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.
- c. Taxes. Please be advised that, depending on the manner in which payment is made, the Grantee may be responsible for applicable taxes.
- b. A selected applicant who has received other summer grant funding may be required to waive funding from this grant.

## 12. For more information

Please contact Huy Nguyen, Assistant Director, Gates Public Service Law Program, University of Washington School of Law, at [cuu@uw.edu](mailto:cuu@uw.edu).

### APPENDIX 1-- Sample Sponsoring Organizations

City of Spokane Human Resources  
Equal Employment Opportunity Commission  
Equal Employment Opportunity Commission Litigation Unit  
Federal Mediation & Conciliation Service  
King County Office of Labor Relations  
King County Prosecuting Attorney's Office, Employment Section  
Labor/ Trade Unions generally  
National Labor Relations Board  
Seattle City Attorney's Office Employment Law Division  
Seattle Office of Civil Rights  
Seattle Police Department: Labor and Employment Division  
Unemployment Law Project  
United States Department of Labor: Seattle Solicitors Office  
United States Department of Labor: Employee Benefits Security Administration (EBSA)  
Washington Attorney General's Office: Labor and Industries Division  
Washington Attorney General's Office: UW Labor & Employment Law Unit  
Washington State Higher Education Board (if doing labor and employment law work)  
Washington State Public Employment Relations Commission (PERC)  
*Possibly* Columbia Legal Services: The Seattle Office does not do many labor and employment cases, but ask if one of the outlying offices does.\*  
*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.\*  
*Possibly* Legal Voice, if labor and employment law cases are available. See faculty advisor or career coach to discuss.

**NOTE:** The listing of potential employment placement locations, above, merely indicates that the organizations would meet the specifications of these guidelines.

*\*Remember, 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.*

**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 Grant.

On behalf of the organization listed below, I agree that if \_\_\_\_\_  
(applicant's name)

is selected as a winner of the Grant, 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 \_\_\_\_\_