

2018 EDF Climate Corps Fellow Agreement

Welcome to EDF Climate Corps Class of 2018!

EDF Climate Corps is the premiere summer fellowship program for corporate sustainability. Since 2008, we have placed over 800 fellows who have collectively identified nearly \$1.5 billion in energy savings. You are now a part of the EDF Climate Corps alumni network consisting of over 1500 alumni fellows and host organizations.

As a part of our network of energy and sustainability professionals, your performance and behavior before, during and after your fellowship reflect not only on yourself as a professional, but on Environmental Defense Fund and the EDF Climate Corps alumni network. Participation in EDF Climate Corps and inclusion in the EDF Climate Corps alumni network is contingent upon adherence to the guidelines and requirements as outlined in this agreement, as well as any additional agreements between the fellow and the host organization.

Failure, at any time before, during and after the fellowship, to meet the expectations outlined below may result in any or all of the following actions:

- Fellow may not use EDF Climate Corps as a reference for future employment opportunities.
- Host organization may terminate the fellow's employment.
- EDF may exclude fellow from the EDF Climate Corps alumni network.
- EDF may remove fellow profile and public summary from the EDF Climate Corps website.
- EDF will notify your Career Services Office of any breach in the roles and responsibilities outlined in this agreement.

The following document outlines expectations for fellows, as well as the benefits that EDF Climate Corps provides before, during and after the fellowship. Please review carefully. All fellows are required to sign this document to acknowledge that they have read and understand this agreement.

Any questions may be directed to Chaprece Henry, Project Manager, EDF Climate Corps (chenry@edf.org).

EDF Climate Corps Fellows agree to the following roles and responsibilities:

Prior to the fellowship

- 1) Complete all necessary hiring procedures with your host organization prior to your start date including (if required): background checks, drug screening, proof of work authorization, etc.
- 2) **INTERNATIONAL STUDENTS:** In compliance with federal law, all EDF Climate Corps fellows extended an offer by one of our host organizations must be able to verify identity and eligibility to work in the United States and complete the required employment eligibility verifications document forms by the first day of employment. It is the applicant's responsibility to seek authorization from the correct immigration program and to do so early enough to receive the required work authorization before your start date. We highly encourage every applicant to apply for a Social Security number after they receive their work authorization as many host organizations will request this. For more specific information, please review our [Work Authorization Policy](#).
- 3) Complete all pre-training preparation, including but not limited to:
 - Submit your host-approved workplan, start/end dates, bio, photo and twitter handle to EDF.
 - Make travel arrangements and complete the EDF training travel form.
 - Complete training pre-work as assigned by EDF.
- 4) Attend the full EDF Climate Corps Fellow Training May 21st – 25th in Boston, including all training sessions and other activities as outlined by EDF. Fellows will receive a Certificate of Completion upon the conclusion of the training.

During the fellowship

- 5) Adhere to all host organization HR policies and standards. Employment is at-will and in accordance with all of the host organization policies surrounding hiring and firing. Fellows are expected to work 40 hours per week.
- 6) Behave professionally at all times. Fellows' behavior reflects not only on themselves, but also on Environmental Defense Fund and EDF Climate Corps. As such, EDF expects all fellows to conduct themselves with the utmost professionalism at all times during the fellowship.
- 7) Coordinate phone calls with EDF and your host organization as requested by EDF Engagement Manager.
- 8) **BEFORE** the completion of your fellowship, provide all required work products and completed deliverables to your host organization and EDF including:
 - Final report and all supplemental materials
 - Project database submission
 - Public summary of project (to be posted on EDF's website)
- 9) Present the project findings and recommendations to the Fellow's direct supervisor, high-level sponsor, and any other staff at the Organization at a date and in a form as mutually agreed.

After the fellowship

- 10) Complete a post-fellowship survey as requested by EDF.
- 11) Attend the Energy Solutions Exchange, EDF Climate Corps' annual conference (October, exact dates TBD).

EDF Climate Corps Fellows are provided the following benefits:

Prior to the fellowship

- 1) One-week training May 21st – 25th in Boston organized by EDF Climate Corps.

During the fellowship

- 2) Salary of \$1,250/week for at least 10 weeks and reimbursement of travel expenses to the Fellow Training (May) and the Energy Solutions Exchange (October) up to \$2,500 total for both events. Structure of payment is at the discretion of the host organization and EDF. Potential payment structures include, but are not limited to, the following:
 - a. Pre-tax salary of \$1,250 per week (according to the host organization's payroll schedule) plus direct reimbursement of expenses up to \$2500 (according to the host organization's reimbursement policies).
 - b. Pre-tax salary of \$1500 per week (according to the host organization's payroll schedule) for 10 weeks. This structure distributes the \$2,500 travel reimbursement evenly throughout the weekly salary (\$250/week for 10 weeks added to the \$1,250/week salary).
 - c. One-time pre-tax payment for the entire fellowship.
- 3) Access to resources, fellow discussion forum, additional training and support. All fellows will be assigned an EDF Engagement Manager and a Direct Supervisor at the host organization. Fellows will be provided access to the EDF Climate Corps resource database and invited to a summer webinar series.

After the fellowship

- 4) Consideration for the EDF Climate Corps Fellowship Awards to be awarded at the Energy Solutions Exchange.
- 5) Inclusion in the EDF Climate Corps alumni network, which includes, but is not limited to:
 - a. Inclusion in the exclusive EDF Climate Corps online networking platform (featuring job postings, etc.)
 - b. Invitations to regional EDF Climate Corps events and the annual Energy Solutions Exchange
 - c. Monthly alumni newsletters
 - d. Invitations to webinars and training events exclusively for alumni

_____ (name of fellow) agrees to adhere to the roles and responsibilities as described in this agreement as a 2018 Climate Corps fellow.

Signature:

Date: