



Department
of Medicine

School of Medicine

May 29, 2025

Marco Lanza
Mnlanza@ucsc.edu

Dear Marco,

It is our pleasure to welcome you to Stanford University, School of Medicine. As we discussed, this is the follow-up letter that outlines details of your temporary employment with Department of Medicine, Division Infectious Diseases along with additional information.

Temporary Employment Details

Start Date: June 23, 2025

End Date: August 15, 2025

Hourly Rate: \$23.24

Hours: 35 hours/week

Supervisor (Timecard Approver): Dr. David Relman

Work Location: 279 Campus Drive W (Relman Lab, 2nd Floor), Stanford, CA 94305

Work Agreement (on-site, hybrid, remote): On-site

Important information regarding your employment:

- This offer is contingent upon your successful completion and passing of a background check. Therefore, you should not rely upon this conditional offer of employment until you have been notified that the condition of successfully completing and passing the background check has been satisfied. HireRight, our background check vendor, will email you instructions to initiate the background check process. Please complete your section of the process within three (3) business days of receiving their email.
- As a condition of your appointment, you are subject to and are expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, <http://adminguide.stanford.edu/>.
- Effective July 1, 2015, you are eligible to accrue sick time in accordance with California law, Healthy Workplace Healthy Families Act of 2014 (AB 1522). For more information, please refer to Stanford's Administrative Guide.
- This is a non-benefits eligible position. As a temporary employee, you may be eligible to purchase health insurance through the [Affordable Care Act](#) if you work or are expected to work an average of 30 hours or more per week. You are also eligible to open and contribute to a Tax-Deferred Account through the Stanford Contributory Retirement Plan (SCRIP). Temporary employees are

not eligible for employer contributions. Student employees are not eligible for SCRP. Please find more information here: <https://cardinalatwork.stanford.edu/benefits-rewards>

- This employment offer is subject to your authorization to work as required by the Immigration Reform and Control Act of 1986. You will be required to complete the enclosed Employment Eligibility Verification (Form I-9) and provide appropriate, unexpired documentation that establishes your identity within three (3) days of your start date. The list of acceptable documents is provided on page 3 of Form I-9. Visa holders are also responsible for providing extension documents before the current expiration date in order to continue employment. Employees assigned to work on certain federal contracts may be subject to E-Verify, an additional employment verification process.
- The temporary employment end date is not a guarantee that employment will end on the date stated. Temporary employment is “at-will” in nature and can be terminated prior to the stated end date due to a number of reasons or for no reason at all, including but not limited to performance, change in operational need and funding.
- Pursuant to Stanford’s Administrative Guide Policy [2.2.1](#), a temporary or casual employee can work no more than 980 hours during a calendar year. This total includes other Stanford University temp/casual assignments within the same calendar year. If or when you approach that threshold, our office will work with you to provide advance notice.
- As a non-exempt employee, you are subject to overtime pursuant to state and federal wage and hour laws. University policy requires all overtime work by non-exempt employees be approved in advance and in writing by their supervisor.
- Please note that, if you are inactive for three pay periods, you will automatically be terminated from Stanford’s payroll. If the reason for your inactivity is a medical leave, you should contact Alexis Salas, HR Administrator via email at Adsalas@stanford.edu.
- Leave of Absence: Length of Leave - Maximum Duration
 - Medical Leave: If the reason for your inactivity is due to a medical leave of absence due to injury or illness, you should contact Alexis Salas at Adsalas@stanford.edu or via phone at 650-498-9096. Please note except as otherwise required by law, given the limited duration of your temporary assignment, a period of unpaid leave typically would not be approved beyond 3 months. If an employee is unable to return to work at the end of the approved medical leave, the employee will be terminated. 3 months of leave is not guaranteed. The maximum duration of leave will be determined based on the particular circumstances of the situation, including the operational need of the department, the number of times extensions of leave have been previously granted, and any disability accommodation leave that may have been granted.
- In the event of an employee accident, incident or exposure, an Accident/Incident/Exposure Report ([Incident Report eSU-17](#)) must be submitted. The Incident Report eSU-17 must be completed accurately and signed by both the injured or exposed party and his/her supervisor within 24 hours of the occurrence. For more information, please refer to Stanford’s

[Administrative Guide Memo 7.6.1](#) and/or the Office of Risk Management's [website](#).

- Attached is a Wage and Employment Notice (CA Employee Labor Code section 2810.5) for your review. *(Please keep this for your files; returning a signed copy is not required.)*
- Encryption: The School of Medicine Data Security Policy mandates enterprise backup and encryption of all computers and mobile devices used for Stanford business by faculty, staff, students and other affiliates, if the device might store or access Protected Health Information (PHI) or other Restricted or Prohibited data. This requirement applies to both Stanford-owned and personally-owned equipment. All individuals in the School of Medicine must complete a Data & Device Attestation to identify whether they are exposed to Restricted or Prohibited Data and if so, the kinds of devices they use. Please visit <https://med.stanford.edu/datasecurity/> for more information and to submit a Data & Device Attestation within seven days of your hire date. Note: you must have a SUNet ID to complete the attestation.
- HIPAA: All employees (regardless of exposure to patient information) at the School of Medicine are required to complete the HIPAA Training within 30 days of hire and those involved with health information in research, education or clinical care must complete the required training before engaging in any work that requires access, use, maintenance, disclosure or other interaction with patient or human subjects health information (Protected Health Information - PHI) in the course of their work.
- Required Training: At a minimum, you must complete the following trainings:

<input checked="" type="checkbox"/>	Axess Timecard - Training Module
<input checked="" type="checkbox"/>	Health Insurance Portability and Accountability Act (HIPAA): https://privacy.stanford.edu/
<input checked="" type="checkbox"/>	Harassment Prevention Training for Staff
<input checked="" type="checkbox"/>	Health & Safety Training:
<input type="checkbox"/>	Bloodborne Pathogen and Infectious Materials Training
<input checked="" type="checkbox"/>	Respectful Workplace
<input type="checkbox"/>	Health Screening, Safety, and Compliance (HSSC) <input type="checkbox"/> Health Screening and Compliance Training <input type="checkbox"/> Compliance Training only

- There might be other mandatory Stanford training that may include classes specific to your job function that you will be required to complete.
- Health & Safety: You are expected to comply with government regulations and University policies regarding health and safety and to observe and support good health and safety practices. Go to <https://ehs.stanford.edu/> and click on Training to help determine the appropriate health and safety training needed. The Health and Safety training should be completed within one month of your start date

If you require workplace accommodation for a disability, please contact your assignment supervisor or local Human Resources Business Partner, Juli Carey, for discussion.

Employment Confirmation

Please acknowledge your acceptance of this Stanford University employment by returning this document signed to Adsalas@stanford.edu within twenty-four hours of receipt of this email.

If you have any questions, please do not hesitate to contact us by either phone or email.

Sincerely,



Alexis Salas
Human Resources Administrator

I hereby accept the foregoing offer of temporary employment from Stanford University.

Marco Lanza

Marco Lanza

6/1/25

Date

cc: Personnel file

- [Administrative Guide Chapter Memo 2.1.5 \(Compensation of Staff Employees\)](#)
- [California Labor Code section 2810.5](#)
- [Administrative Guide Memo 1.1.1: University Code of Conduct](#)
- [Payroll Department Memo](#)
- [Employee Rights & Responsibilities FMLA](#)
- [SU VDI Statement of Coverage](#)
- [CA Family Leave Brochure](#)
- [Rights of Victims of Domestic Violence, Sexual Assault and Stalking CA Labor Code Section 230.1](#)
- [Time of Hire Pamphlet \(Worker's Compensation Information\)](#)