

Skadden Foundation – Fellowship Host Organization FAQs

The questions included below are most commonly received regarding the financial components of the Skadden Foundation's (Foundation) support to host organizations (host or organization) on behalf of Skadden Fellows (Fellow) and specifically address: salary, benefits, and other logistics.

Employment Relationship

Who employs the Fellow?

Fellows are employees of the host and are bound by their employee policies.

The Fellow shall not be considered, for any purpose, an employee, independent contractor or agent of Skadden, Arps, Slate, Meagher & Flom LLP or the Skadden Foundation.

Fellowship Salary & Payments

What is the minimum salary a host is required to pay a Fellow?

A host is required to pay a Fellow *at least* the Foundation's salary support (\$65,000 as of September 2024), unless it has provided the Foundation a copy of its collective bargaining agreement demonstrating it is unable to pay that amount and the Foundation has confirmed the same in writing. In no instance will an organization be eligible to host a Fellow with a starting salary below \$55,000.

Can a host pay a Fellow more than the salary support provided by the Foundation?

Yes, a host may pay a Fellow above the Foundation's salary support.

The Foundation will provide an annual supplemental support of \$5,000 to hosts that pay Fellows in the class of 2024 or 2025 a salary amount that is \$5,000 or more above our minimum salary support (so, currently a salary of \$70,000 or above) at the start of their Fellowship, as disclosed in the host certification. Other than this supplement, the Foundation will not reimburse the host for a salary above the salary support provided.

Does a host have to disclose a Fellow's salary?

Yes, a Fellow's salary must be disclosed on the Host Organization Certification which is submitted with a Fellowship application.

Does the Foundation pay the FICA on a Fellow's salary?

The Foundation pays the host portion of FICA only on the Foundation's required annual salary/salary support (currently \$4819.50 and as of September 2024, \$4972.50).

When will a host get paid by the Foundation?

The first payment, regardless of a Fellow's start date, will be made the September of the Fellow's class year. The remaining payments will be made in December, March and August.

How many payments will a host receive from the Foundation on behalf of a Fellow?

The Foundation makes a total of eight quarterly payments (which include salary, FICA and benefits) over the two-year Fellowship period.

How are quarterly payments made to a host organization?

Payments are electronically transferred to the bank account provided to the Foundation by a host on the ACH banking form (ACH). In May prior to the Fellow's start date, the Foundation will email an ACH form to the host's benefit contact listed in the host's certification form. A completed form is due back to the Foundation the July prior to a Fellow's start date.

Once an ACH is received by the Foundation, the person listed as the organization's contact on the ACH will be contacted via telephone by a representative of the Foundation to verbally confirm the banking information provided.

Why does a host organization have to confirm banking information provided on an ACH?

Internal controls have been put in place by the Foundation for all external payments to prevent bank fraud.

What if the host organizations banking information changes over the course of the Fellowship?

A host should immediately email SkaddenFellowship.Benefits@skadden.com and provide the updated bank account information.

Can a host organization invoice the Foundation for a Fellow's salary and benefits?

No. The Foundation does not accept invoices from host's for reimbursement of a Fellow's salary and benefits (with the exception of HRA/HAS reimbursements). Please refer above for how payments to a host are made.

Fellow Benefits

What benefits does the Foundation pay on behalf of a Fellow?

The full costs (for both the employer and employee side) of:

- Medical and dental insurance for the Fellow and any dependent(s) the Fellow elects
- Short-term and long-term disability insurance and life insurance for the Fellow only

The host must never take any deductions from a Fellow's salary or withdrawals from their paycheck to cover any employee contributions for medical, dental, life insurance and disability payments, because the Foundation covers those expenses.

How does a host organization show the Foundation the cost of the Fellow's covered benefits?

The Foundation will reach out to all incoming host organizations via email by June before the start of the Fellowship and attach a benefit worksheet that must be completed in its entirety by the stated due date. An updated benefit worksheet will need to be completed the following June before the beginning of year two of the Fellowship.

We understand that a Fellow may need to start their Fellowship before electing benefits coverage, so the first quarterly payment made by the Foundation to host organizations will only include salary and FICA. Payment for benefit costs incurred during the September quarter will be paid out in the December quarter.

What medical and/or dental plan can a Fellow choose?

A Fellow can choose any medical and/or dental plan that is offered by the host to its employees. The host is responsible for informing the Fellow of insurance coverage options and procedures to sign up according to internal policies.

Does the Foundation cover a Fellow’s health reimbursement or health savings account (HRA/HSA)?

The Foundation will cover expenses that have been submitted by a Fellow to their host for reimbursement from an HRA or HSA. Since the Foundation can only cover the actual expenses, not the anticipated potential total, we ask that the host invoice the Foundation on a quarterly or biannual basis. HRA/HSA amounts should **not** be included on the Fellow’s benefit worksheet.

Does the Foundation cover a host organization’s state-mandated paid family leave premium?

If the host’s jurisdiction has a mandatory tax providing for paid leave, the Foundation will reimburse for such a tax. This amount should be added in the Fellow’s benefit worksheet.

What benefits are not covered by the Foundation on behalf of a Fellow?

The benefits listed above are the only employee benefits the Foundation provides support for, therefore all other benefit expenses are borne by the host, including:

- accidental death & dismemberment insurance
- cellular telephone expenses
- commuting expenses
- contributions to a 401k or other retirement savings account
- dependent life insurance
- dependent care flexible spending account
- group legal services
- vision insurance
- work-related organizational expenses

How does a host handle a Fellow’s leave?

A host should follow its internal procedures regarding disability/leave. The Foundation is happy to pay for any period of paid leave a Fellow takes. If the Fellow takes unpaid leave, then the Fellow is entitled to extend the Fellowship if they so choose, but if they leave after 24 months, then your organization would return unspent funds to the Foundation

Host Organization Reporting Requirements

What are the reporting requirements of the host organization once it has been awarded a Fellowship?

A host must complete a benefit worksheet once a Fellow begins their Fellowship and provide an updated benefit worksheet the following year.

A welcome letter and benefit worksheet will be emailed to the host's benefit contact the May prior to the Fellow starting their Fellowship. It is the responsibility of that person to submit the benefit worksheet to the Foundation by the due date.

Does a host organization have to notify the Foundation if the primary benefit contact changes during the Fellowship?

Yes. It is of the utmost importance that a host contact the Foundation when the primary benefit contact changes any time after our Fellowship selection and before the conclusion of the Fellowship. An email with updated benefit contact information should be sent to SkaddenFellowship.Benefits@skadden.com and Skadden.Foundation@skadden.com.

Fellowship Start and End Dates

When can a Fellow begin their Fellowship?

Fellows select their start date with their host. The Fellowship must begin in the fall absent extraordinary circumstances.

Are exceptions made for a start date other than fall?

Should the Fellow experience extraordinary circumstances, they should contact the Foundation, and on a case-by-case basis the Foundation may make an exception.

When is the Fellowship end date?

A Fellow's Fellowship end date is 24 months from the start of their Fellowship unless the Fellow has requested to leave their Fellowship early or has taken an unpaid leave during the Fellowship. In those instances the Foundation must be made aware. An early departure date must be approved by the Foundation. If the Fellow takes unpaid leave, then the Fellow is entitled to extend the Fellowship if they so choose, by the amount of time they were on unpaid leave.

What should a host organization do with Fellowship funds if a Fellow departs their Fellowship before their end date?

Should the Fellow leave either the Fellowship or your employment prior to the conclusion of the two-year Fellowship period, any unspent funds shall be returned to the Foundation. A host should immediately reach out to SkaddenFellowship.Benefits@skadden.com and notify the Foundation of a Fellow's early departure. The Foundation will work with the host to figure out the amount of money that will have to be returned to the Foundation.

Fellowship Supports

Does the Foundation provide funds for a Fellow's professional development?

Every Fellow has access to up to \$2,000 over their two-year Fellowship for professional development opportunities for the Fellow that directly relate to the Fellow's public interest work and are selected by the Fellow, beyond those the host has the means to provide the Fellow. Examples may include training/conferences; purchases of relevant publications including treatises and professional periodicals; language training; and membership in relevant professional organizations or associations that provide information and training relevant to their area of practice.

What steps should a host organization take regarding the cost of an approved professional development opportunity?

The Fellow must first secure approval from the Foundation for the proposed expense by emailing SkaddenFellowship.Benefits@skadden.com and providing an estimate of the costs.

Once a Fellow has received approval, a host should pay upfront for a Fellow's professional development opportunity. After the Fellow has attended the training/conference or the organization has borne the expense of a professional development opportunity, an invoice and receipt(s) should be emailed to SkaddenFellowship.Benefits@skadden.com for reimbursement.

What if a host organization does not have the funds to pay for a Fellow's professional development opportunities?

Although not ideal, the host should notify the Foundation in writing, a Fellow should pay for the professional development opportunity upfront and the host should reimburse them. A copy of the proof of payment to the Fellow, as well as a copy of the invoice and receipt(s) for the professional development opportunity should be emailed to SkaddenFellowship.Benefits@skadden.com for reimbursement.

What financial supports does the Foundation provide directly to its Fellows?

Direct supports available to eligible Fellows include: 1) reimbursement for bar expenses, 2) reimbursement for relocation expenses, and 3) loan repayment assistance for the debt service due during their Fellowship on law school loans. These supports are available on a showing of financial need, and as long as another entity is not covering the expenses.