



State Energy &  
Environmental Impact Center  
NYU School of Law

July 15, 2019

Leigh K. Currie  
2356 Carter Avenue  
Saint Paul, MN 55108  
leighkcurrie@gmail.com

Dear Leigh:

I am pleased to extend an offer of employment to you as a Research Scholar, in the State Energy & Environmental Impact Center at New York University.

Secondment Arrangement

During your employment, you will be seconded to the Office of the Minnesota Attorney General (“OAG”) as a Special Assistant Attorney General. Pursuant to an agreement between the State Energy and Environmental Impact Center and the OAG, during your employment, you will be under the direction and control of, and owe a duty of loyalty to, the OAG, and will be subject to OAG policies regarding employee conduct. The OAG will provide additional details to you directly about the applicable policies.

Salary

Your annual base salary will be \$111,250 annually, paid over twelve months in equal installments on the first and the fifteenth of the month, and is subject to appropriate tax withholdings. This salary is inclusive of any future teaching assignments, if applicable.

Start Date

Your employment in this position shall commence on September 18, 2019 and is anticipated to end on September 18, 2020. This appointment may be extended upon mutual agreement.

Benefits

You will receive an email from the Benefits Office with a link to NYU’s Benefits Overview Guide. The guide for Professional Research Staff contains instructions on how and when to enroll, comprehensive information on all benefit plans, dependent eligibility, employee contributions and more.

The Benefits Overview for full-time Professional Research Staff employees can be found by visiting the following web site: <http://www.nyu.edu/employees/benefit/full-time/Professional-Research-Staff-Code-103.html>.

If you plan to add dependent(s) to one of the NYU medical and/or dental plans, you are required to furnish proof of relationship, no later than the 31st day of employment, in order for coverage to remain in effect for your family member(s). Examples of acceptable documentation are: birth certificate, adoption papers, court order of guardianship/custody, marriage certificate, or your approved NYU Domestic Partner Registration form. Proof of relationship documents may be scanned and sent via e-mail to [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu) or may be mailed to NYU PeopleLink, 105 E. 17th Street, 1st floor, New York, NY 10003 or faxed to (212) 995-4333.

Policy Training

Attached to this letter are the University’s Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees. All employees are expected to participate in a harassment prevention program.

“OEO101: Preventing Harassment on Campus” is an instructor led course that is offered each month for new employees. **All employees at NYU are expected to complete the harassment prevention program within 60 days of hire.** In addition to completing the OEO101 course, employees with supervisory responsibilities should also participate in “OEO102: Supervisor’s Workshop,” which immediately follows OEO101. All employees are also expected to complete the University’s Preventing Campus Violence training program (HAS 001). You can register for these courses through the NYU iLearn portal.

Contingency

This offer of employment is contingent upon your eligibility to work in the United States. You are required to present original documentation that verifies your eligibility to work in the United States when your employment commences. On or before your first day of work, you will complete the entire Federal Form I-9 electronically as part of your new hire paperwork.

Probation

As an NYU employee, you will undergo a six-month probationary period. Information about NYU’s probationary period and other policies may be found at: <http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/human-resources.html>.

At Will Employment

The terms of this letter do not imply employment for a specific period. Your employment is at will, which means that you, the OAG, or NYU can terminate your employment at any time, with or without cause. NYU and OAG can also withdraw or rescind this offer at any time prior to the commencement of work without restriction.

In addition to your at will status, continued employment in this position will be subject to the availability of grant funding.

In accepting this offer, you agree to abide by all NYU policies in effect, including but not limited to the conflicts of interest policies and intellectual property policies. These policies can be found on the NYU website at <http://www.nyu.edu>.

**To indicate your acceptance of this offer, please sign this *offer letter* and fax or email it to Laura Stein, HR Administrator/Faculty at 212-992-8635 / [Laura.Stein@nyu.edu](mailto:Laura.Stein@nyu.edu). Laura will contact you to schedule an onboarding meeting around your start date.**

Leigh, I am delighted that you will be joining the legal fellowship team.

Sincerely,



David J. Hayes  
Executive Director

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Signature of Acceptance  
Leigh K. Currie

Date