Stanford University recognizes the importance of paying a living wage to all service workers at Stanford, whether they are directly employed by Stanford or by contractors. This applies to services performed on the core campus premises (including the Stanford Linear Accelerator Center) that Stanford might otherwise perform with directly hired hourly paid employees.

Stanford further recognizes that a living wage and other benefits enhance the quality of an individual’s work experience. Stanford already pays a living wage to its employees and now adopts this living wage and benefit policy to guide its procurement of such services from contractors. Through these guidelines, Stanford seeks to establish minimum pay, access to healthcare benefits and compensated time off for service workers. These guidelines are not intended to prevent contractors from providing wages and benefits in excess of the minimums created here.

In addition, Stanford's Living Wage Guidelines state that departments are encouraged to use preferred contractors before considering others.

The wage guidelines are two tiered, with an identified minimum living wage established if the employer provides a health plan, and a higher minimum living wage required if no health benefits are provided. The living wage is set at a minimum as noted below:

<table>
<thead>
<tr>
<th>Effective Dates</th>
<th>With Health Benefits</th>
<th>Without Health Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2012 -</td>
<td>$12.40</td>
<td>$14.10</td>
</tr>
<tr>
<td>9/1/2011 – 9/30/2012</td>
<td>$11.98</td>
<td>$13.63</td>
</tr>
</tbody>
</table>

The guidelines establish at least 10 compensated days off annually for full time employees who have worked for the contractor for at least one year. This includes holidays and other paid time off such as vacations, sick and personal days.
In addition, contractors shall comply with state and federal law in providing employees with a safe working environment that is free from unlawful discrimination and harassment.

When Stanford changes contractors, it will encourage the new contractor to fill any existing vacancies by interviewing and considering for hire qualified employees of the previous contractor.

Stanford further recognizes that federal law provides that “employees shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, and shall also have the right to refrain from any or all of such activities . . . .” Stanford will continue to honor these rights.

The wage and benefit levels set under these guidelines will be reviewed on an annual basis and adjusted as appropriate based on staff recommendations, informed by input from affected contractors and other interested parties. The recommendations will be submitted to the President for his final decision.

APPLICABILITY:
These guidelines will apply to contractors whose employees provide any services, including but not limited to, maintenance, grounds keeping, housing and food services, and general administrative jobs directly to Stanford University* when all of the following conditions apply:

1. The services are those performed on the core campus premises (including the Stanford Linear Accelerator Center) that Stanford might otherwise perform with directly hired hourly paid employees, such as basic service jobs.

2. The workers are employees of contractors with agreements with Stanford University.

3. Such workers are regular or temporary employees of the contractor.

4. Such workers are not represented under any existing collective bargaining relationship.

5. The aggregate value of the contract(s) exceeds $100,000 per year. Note: This means that a single contractor with several small contracts that are individually smaller than $100,000 but when totaled are at or above $100,000 will be covered by this

I verify that the Company listed below will comply as a Compliant Supplier with Stanford’s Living Wage Guidelines with Applicability exceptions as noted above:
Company Name: ____________________________________________________________

Name: ______________________________________________

Signature: ___________________________________________

Title: ______________________________________________

Date: ______________________________________________

Return this form to:
marthag@stanford.edu
fax 650 723-1267
Stanford University Strategic Purchasing
3145 Porter Drive
Palo Alto, CA 94304-8440
Attn: Martha Gonzales
650 723-1001

* Excludes tenants or other entities doing business on Stanford owned land. This includes Stanford Hospital and Clinics and Lucile Packard Children’s Hospital.