

U.S. Department of Health and Human Services



**Student Educational Employment Program
and
Student Volunteer Employment Program
Handbook**

Including:

*Student Career Experience Program (SCEP)
Student Temporary Employment Program (STEP)
Student Volunteer Employment Program (SVEP)*

Students Training to Acquire Real-Life Skills

★ (S.T.A.R.S) ★



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Human Resources Manual

Instruction 213-1: Student Educational Employment Program and Student Volunteer
Employment Program Handbook

Issuance Date: 10/30/2008

References:

- 5 CFR § 213.3202 (student educational employment program)
- 5 CFR § 302 (employment in the excepted service)
- 5 U.S.C. § 3301 (civil service: examination, selection and placement)
- 5 CFR § 315 (career and career conditional appointments)
- 5 CFR § 308 (volunteer service)
- 5 CFR § 308.102 (volunteer eligibility and status)
- 5 U.S.C. § 3111(acceptance of volunteer service)
- 5 U.S.C. § 3110 (anti-nepotism act)
- 5 CFR § 300.603 (time in grade)
- 5 CFR § 302.101 (exemptions from rating and ranking)
- 5 CFR § 213.3202(b)(15) (exemptions from written tests)
- 5 CFR § 890.102, 5 CFR § 831.201, 842.105, 213.3202(a)(13)(i) (health benefits)
- 5 CFR § 213.3202(a)(14) and 5 CFR § 213.3202(b)(19) (tenure)

Background:

To achieve HHS' core mission, it is critical to systematically replenish HHS' pipeline of critical skills through intern and other entry-level hiring and development programs. With the increasing numbers of employees becoming retirement eligible, the percentage of staff in entry and mid-level positions (i.e., the "pipeline") continues to decrease. To address this need, Operating Divisions are called upon to utilize the Student Educational Employment Program for entry-level positions to help build the pipeline. This handbook provides the regulatory and program framework as required by law for the Student Educational Employment Program (SEEP) and the Student Volunteer Employment Program (SVEP).

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INSTRUCTION 213-1

Introduction and Background

Purpose

The purpose of this handbook is to provide recruiters, human resource professionals, diversity managers, administrative officers, and hiring officials specific procedural guidance for the Student Educational Employment Program and the Student Volunteer Employment Program within the Department of Health and Human Services (HHS).

Students Training to Acquire Real-Life Skills (STARS)

STARS is a HHS model for learning that incorporates on-the-job training with knowledge acquired through academics. The STARS approach provides learning and developmental opportunities and work experience for students in high school, vocational and technical schools, undergraduate (both associate and baccalaureate degrees), graduate and doctoral programs. The STARS program allows students to gain experience through three different avenues: The Student Temporary Employment Program (STEP), the Student Careers Experience Program (SCEP) and the Student Volunteer Employment Program.

Student Educational Employment Program (SEEP)

The SEEP provides Federal employment opportunities to degree-seeking students who are accepted for enrollment or enrolled at least half-time at an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.

This program is comprised of two components: The Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). The STEP provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals. The SCEP provides work experience which is directly related to the student's academic program and career goals. Students in the SCEP may be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements.

The Student Educational Employment Program benefits both HHS and students. These programs provide insight into the abilities of a potential employee. HHS can bring well-educated graduates into the workforce while at the same time give managers the ability to evaluate the student's performance in real work situations. Students can avail themselves of flexibilities such as year round employment and flexible work schedules and assignments. Students also gain exposure to public service while enhancing their educational goals and shaping their career choices.

Student Volunteer Employment Program (SVEP)

The Student Volunteer Employment Program offers unpaid training opportunities to students. These opportunities provide work experience that may or may not be related to the student's academic program and provide an opportunity to explore career options, as well as develop their personal and professional skills.

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Roles and Responsibilities

- A. Office of Human Resources (OHR), Assistant Secretary for Administration and Management (ASAM), is responsible for ensuring that HHS complies with statutory and regulatory requirements and provides leadership, guidance, and information to HHS components about the HHS student employment and student volunteer programs. Periodically, OHR may review each component's student employment and volunteer programs plan to assure conformance with appropriate Executive Orders and regulatory requirements.
- B. Operating Human Resources Organizations (OHROs) are responsible for:
- Designating HHS student employment and student volunteer program coordinators who serve as principal contacts for the programs covered in this handbook;
 - Ensuring that the component's student employment and student volunteer program plans conform with merit systems principles, equal employment opportunity requirements, veterans' preference, and other applicable regulations and policies, including those contained in this handbook;
 - Obtaining copies of students' transcripts and schedules of classes to verify that students continue to meet eligibility criteria at the end of each quarter/semester;
 - Determining whether a break in school for specified period is justified for continued employment in SEEP
 - Developing policy and agreements with participating academic institutions to ensure that the program is carried out in accordance with guidelines;
 - Processing personnel transactions for appointment, promotion, conversion, termination, etc., for student program participants;
 - Maintaining student volunteer records;
 - Developing marketing and recruiting strategies to recruit interns, including the use of career patterns; and
 - Ensuring that the Student Volunteer Program neither jeopardizes other student employment programs nor contributes to erosion of the position duties of other employees.
- C. Operating Divisions (OPDIVs) are responsible for:
- Designating an OPDIV representative to serve as a principal contact for the programs covered in this handbook;
 - Identifying target positions for student appointments;
 - Encouraging students to submit the necessary documents to the OHRO, i.e. transcript submissions, grade cards, schedules, etc.;
 - Notifying the OHRO of changes in students' employment status;
 - Ensuring that SCEP students meet educational goals and that work experiences are related to the students' major fields of study;
 - Ensuring that work assignments are ready for the student when he/she begins employment;
 - Developing Individual Development Plans for program participants (SCEP only); and
 - Monitoring students' performance and conduct.

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Student Educational Employment Program (SEEP)

The SCEP and STEP programs share similar program requirements. Therefore, this section provides general guidance that covers both programs. Following this general section, each program is addressed separately to identify differing requirements.

A. DEFINITIONS

Student. A student is an individual who has been accepted for enrollment or who is enrolled and seeking a degree pursuing any of the following educational programs that have been accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education: High school diploma or General Equivalency Diploma; Vocational/Technical certificate; Associate Degree; Baccalaureate Degree; Graduate Degree; or Professional Degree.

Half-time. The definition of half-time enrollment is provided by the school in which the student is enrolled. If that information cannot be obtained from the school, the student should be enrolled in at least 6 credit hours in a semester. An individual who needs to complete less than the equivalent of half an academic/vocational or technical course-load in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

Breaks in Service/Program. A break in program is defined as a period of time when a program participant is working but is unable to go to school, or neither attending classes nor working at the agency.

Accredited. An accredited institution or program is a secondary or post-secondary institution or program that is legally authorized to offer academic programs that lead to a diploma, certificate, or degree and is formally recognized by an accrediting agency listed as nationally recognized by the Secretary of Education. Accreditation can be verified at: <http://ope.ed.gov/accreditation/Index.aspx>.

B. ESTABLISHING A SEEP PROGRAM

Before hiring students under SEEP, an agreement establishing the program between HHS and the educational institution should be prepared by the OHRO and must be signed by all parties. See [Exhibit A](#) for a sample agreement.

C. ELIGIBILITY REQUIREMENTS

Students appointed in the SCEP or STEP must meet the following basic eligibility requirements:

1. Be at least 16 years old;
2. Be a U.S. citizen, or national, or lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed (as evidenced by documents proving citizenship)
 - a. Non-citizens may be appointed provided that:

- The student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed; and
 - The Agency is authorized to pay aliens under the annual appropriations act ban and any Agency specific enabling and appropriations statutes.
3. Pursuing any of the following accredited educational programs at least half-time: High school diploma or General Equivalency Diploma; Vocational/Technical certificate; Associate Degree; Baccalaureate Degree; Graduate Degree; or Professional Degree
 4. Be in good academic standing as determined by the academic institution (generally GPA of 2.0 or higher);
 5. Meet personnel suitability and physical requirements; and
 6. Meet the OPM Qualification Standard for the series and grade of the position.

OTHER ELIGIBILITY CONDITIONS

RELATIVES. Students may work with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion, or advancement.

ONLINE COURSES. Students who take online courses are eligible to participate in HHS student employment programs if all eligibility requirements are met.

HOME-SCHOOLED HIGH SCHOOL STUDENTS. Providing they are otherwise eligible, home-schooled students may participate in HHS student employment programs if they are in either an accredited home-school or in a State-approved home-school curriculum.

SELECTIVE SERVICE. Male applicants born after 12/31/59 who are required to register with the Selective Service under section 3 of the Military Selective Service Act must be registered (or must have registered at the time that they were required to do so) in order to be eligible for appointment under this program.

INTERNATIONAL EDUCATION. Foreign students who gained part of their education internationally (1) must meet all citizenship requirements ([Section C.2](#)) and (2) must have their foreign education interpreted by a credential evaluation service. For specific guidelines, please refer to <https://www.opm.gov/qualifications/SEC-II/s2-e4.asp>.

D. RECRUITMENT

The OHRO should work with each OPDIV to establish procedures for recruitment and selection of students under SEEP. The procedures need to conform to merit systems principles, equal employment opportunity requirements, veterans' preference, and other applicable regulations and policies, including those contained in this handbook.

E. WRITTEN TESTS

Written tests, including the Administrative Careers with America (ACWA) Exams, are waived for students in the SEEP. This waiver includes both initial appointment and conversion.

F. RATING AND RANKING

Students appointed under the Student Educational Employment Program are exempt from the rating and ranking requirements under the Excepted Service. However, the OHRO and the OPDIVs should establish a ranking procedure to explain and defend hiring decisions under this program. For example, based on the qualification standards used for the position, students may be evaluated only to determine eligibility or ineligibility for the position or they may be ranked according to more qualitative factors, such as Knowledge, Skills, and Abilities. Procedures must be documented and applied consistently to avoid any appearance of impropriety.

G. VETERANS' PREFERENCE

Veterans' preference must be applied in the selection process. HHS will meet this requirement by referring all qualified veterans to the selecting official before referring non-veterans. If a selecting official does not want to select a qualified veteran, he/she must provide a valid reason for non-selection to the OHRO prior to making a selection for the position(s). The OHRO will review the submitted justification and make a determination whether the non-selection of the veteran is justified. If the non-selection is approved by the OHRO, the remaining applicants can be forwarded to the selecting official. On the request of a qualified and available preference eligible, the OHRO must furnish him or her with the reasons for his or her non-selection.

H. APPOINTMENT DOCUMENTATION

1. Students must submit the following documentation to be considered for a student appointment under SCEP and STEP:
 - OF-612, Optional Application of Federal Employment, or resume;
 - OF-306, Declaration of Federal Employment;
 - Evidence of citizenship
 - Evidence of enrollment or accepted enrollment in a degree, diploma, or certificate program at an accredited school. Official documentation to verify current or projected enrollment must be obtained from the school before the effective date of the appointment; and
 - Evidence of good academic standing (generally, GPA of 2.0 or higher)
2. Verification of enrollment and GPA may be accomplished as follows:
 - a. Electronically, by contacting the school through email, or accessing the student's official transcript or other records; or
 - b. Obtaining paper documentation from the school or the student (i.e. a letter from the school registrar, an advance registration schedule, etc.)
 - Documents showing school enrollment in a previous semester does not provide evidence of current enrollment and therefore are not acceptable for this purpose.

3. OHROs are responsible for:
 - a. An agreement between HHS and the Educational Institution is in place
 - b. A working agreement between the supervisor and student outlining the terms of the appointment
 - c. The student meets the eligibility requirements
 - d. The school is accredited by the U.S. Department of Education (<http://ope.ed.gov/accreditation/Index.aspx>).
 - e. Collecting transcripts each semester or quarter after the initial appointment (or at least twice a year)
4. The following forms are examples that may be used to meet these requirements:
 - [Exhibit A](#): Student Employment Program Agreement (Signed by HHS and Educational Institution)
 - [Exhibit B](#): Student Career Experience Program (SCEP) Working Agreement (Signed by OHRO, Supervisor, and Student)
 - [Exhibit D](#): Student Temporary Employment Program (STEP) Working Agreement (Signed by OHRO, Supervisor, and Student)

DISPOSITION OF RECORDS. SCEP and STEP records are to be placed within the individual's eOPF (e.g. SF-50, transcripts, SCEP/STEP Working Agreements, Student Educational Employment Program Agreement).

DISCLOSURE AGREEMENT. OPDIVs may utilize disclosure agreements at their discretion. An example agreement is in [Exhibit G](#).

I. EMPLOYMENT CONDITIONS

STUDENT VERIFICATION. Each semester or quarter after the initial appointment (or at least twice a year), the OHRO, student programs coordinator must obtain verification from the student, as outlined in Section H, [Appointment Documentation](#), to document that the student is still enrolled and continues to meet eligibility requirements.

SCHEDULES. Students may work full-time or part-time. There are no limitations on the number of hours a student can work per week; however, the work schedule cannot interfere with the student's academic schedule. With supervisory approval, schedules for students working full-time may be flexible or compressed. An intermittent schedule is appropriate only when the nature of the work is so sporadic and unpredictable that a regularly scheduled tour of duty cannot be scheduled in advance. In establishing the Student Educational Employment Program, OPM did not intend to have STEP or SCEP students working on intermittent schedules. Therefore, students should be placed on either a part-time or full-time schedule.

BREAKS IN PROGRAM. If there is a period where the student is working but unable to go to school due to unforeseen circumstances, (e.g. family emergencies), the break in the program may be approved in advance by the OHRO, for a period not-to-exceed five months. The supervisor should submit a written justification to the OHRO requesting a break in program for the student.

Any break over five months cannot be approved and the student must be removed from service. There is no legal authority for the continued employment of persons who do not meet the definition of student and/or who do not remain in good academic standing. Action must be taken to immediately terminate students who do not meet the eligibility requirements for the appointment or appointment extension.

There are two exclusions for breaks in programs:

1. Recognized school breaks, such as semester breaks during the summer, in which students are working but not attending classes. These breaks do not require approval under this provision.
2. Students who need to complete the equivalent of less than half a course load in the enrollment period immediately prior to graduating are still considered students for program purposes and do not require approval under this provision.

PAY. Students in the Student Educational Employment Program must be paid according to the criteria set forth in the appropriate general schedule or wage grade classification standard for the job. See 5 CFR § 213.3202(a)(11).

NUMBER OF APPOINTMENTS. There is no limit on the number of times a student may be appointed as long as he/she meets the eligibility requirements for each appointment.

ESTABLISHING ASSIGNMENTS. Before students begin their employment, the manager or supervisor should plan and establish structured work assignments. The purpose of the program is to provide the student with on-the-job experience, and for the student to contribute to the mission and vision of HHS. Since this program is being utilized to build a pipeline of talent in HHS, it is important to be known as an employer of choice. By providing structured, meaningful programs, students can be an important component of marketing the student programs.

SEPARATION OR TERMINATION OF EMPLOYMENT. The OHRO must be informed of any proposed action to separate a student on account of performance or conduct. An appointment may be terminated for any of the following reasons:

1. Resignation;
2. Change in curriculum that would result in the student's inability to meet the requirements for his or her position;
3. Suspension, expulsion, or withdrawal from his or her educational institution;
4. Unsatisfactory work performance or conduct;
5. Failure to maintain academic standards; or
6. Inability of the program office to retain the student in the position; e.g., budget constraints, reduction-in-force, etc.

REDUCTION IN FORCE (RIF). If the student has not completed his/her education requirements, students are covered by OPM's reduction in force regulations and are placed in excepted service, tenure group 2. If, however, a student in the Student Career Experience Program has completed his/her education requirements, and is within the 120-day conversion period for optional conversion, he or she has no vested right to remain employed and has no mandatory right to be non-competitively converted to a competitive

service position. Therefore, HHS may terminate the student without regard to reduction in force regulations. For specific RIF procedures, please reference HHS Instruction 351-1, dated 10/25/95 (http://www.hhs.gov/ohr/manual/95_8.pdf).

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Student Career Experience Program (SCEP)

A. EMPLOYMENT CONDITIONS

INITIAL APPOINTMENT. Students are appointed under Schedule B, 5 CFR § 213.3202(b). This is the appointment authority regardless of the type of academic program. **The nature of a student's duties must be related to the student's academic/career goals.** Appointments are subject to all of the conditions and requirements governing term, career, or career-conditional employment, including an investigation to establish an appointee's qualifications and suitability.

The SCEP is a formally structured program that, before a student is employed, requires a working agreement that must be signed by the student, the supervisor, and the OHRO ([Exhibit B](#)).

CLASSIFICATION. Students whose positions are covered by the General Schedule will be classified as student trainees, to the -99 series of the appropriate occupational group. Students whose positions are covered by the Federal Wage System will be classified as student trainees, to the -01 series of the appropriate occupational group. Students should be covered under a student position description which should be distributed upon hire.

PERFORMANCE APPRAISAL. Students are covered under the Performance Management Appraisal Program (PMAP) and are evaluated in accordance with the rules and regulations of the PMAP program. For work periods of less than 90 days, a progress report may be substituted for a performance appraisal. For specific guidance on PMAP, please go to: <http://intranet.hhs.gov/pmap/>.

An Individual Development Plan (IDP) should be developed for each student within 30 days of the date the student enters into the position. The IDP should take into account the student's career interests as well as the program needs. In addition, each student should have a mentor assigned to him or her, who will serve as the student's on-the-job trainer and coach.

TENURE. Students in the Student Career Experience Program are in tenure group 2 provided they have completed one year of current continuous service.

BENEFITS. SCEP participants are eligible to earn annual and sick leave. Students are also eligible for both health and life insurance coverage as long as they are expected to be employed under this appointment authority for at least one year and are expected to be in a pay status for at least one-third of the total period of time from the date of their initial appointment to the date of the completion of the program. Cost of premiums is split between the employee and the agency, as for all permanent employees. Students with less than 5 years of prior civilian service are generally covered by the Federal Employees Retirement System (FERS).

ADVANCEMENT. Students in the Student Career Experience Program are eligible for within-grade increases. Promotions for students in the SCEP to the next higher level are

permissible when the student meets all of the qualification standards described in the OPM Qualification Standards.

B. COMPLETION OF EDUCATION/CONVERSION

COMPLETION OF EDUCATION. SCEP students who have completed the education requirements for a diploma, certificate, or degree may continue working under their appointment for up to 120 days beyond completion of their education requirements. The 120-day conversion window begins upon completion of the program requirements for the diploma, certificate, or degree, rather than upon the date of graduation. If a SCEP student has not been converted to a position in the competitive service prior to expiration of the 120-day conversion window, he or she must be separated.

CONVERSION. SCEP participants may be noncompetitively converted to term, career, or career conditional appointments only under the following conditions:

- Completed at least 640 hours of career-related work experience acquired through a Federal work experience acquired through a Federal work-study program while otherwise enrolled as a full-time or part-time, degree seeking student. (Up to 320 hours may be waived; (See provisions under this section, [Special Waiver Requirements](#).)
- The appointment is made within 120-days of the completion of a course of academic study from an accredited school conferring a diploma, certificate, or degree;
- Received a favorable recommendation by an official of the agency in which the job-related skills were acquired;
- Met the qualification standards for the position in which the student will be appointed; and
- All students must be United States citizens at the time they are noncompetitively converted to a term, career, or career-conditional appointment.

[Exhibit C](#) provides an example of a conversion checklist to ensure students meet the criteria for conversion.

OTHER CONVERSION CONDITIONS.

- The OPDIV must inform SCEP students of the location of a position under a noncompetitive conversion at least 90 days prior to the student's expected date of graduation.
- The Department may hire (convert) a graduating SCEP student within 120 days of the date the student completes the program requirements, who worked while on the student appointment for another agency as long as the SCEP student meets the qualification standard for the position as well as the eligibility requirements for conversion.
- Students converted to term appointments may subsequently be converted noncompetitively to a career or career conditional appointment before the term appointment expires.

CREDITING HOURS FOR CONVERSION. To be eligible for conversion, a student must have completed at least 640 hours of career-related work experience acquired through a Federal work experience while otherwise enrolled as a full-time or part-time, degree seeking student and meet the following criteria:

1. Experience must be acquired either under a Student Educational Employment Program appointment, any previous Federal appointment (e.g. fellowships and similar programs in accordance with 5 CFR 213.3102(r)), or while the student:
 - a. Worked in, but not for, a Federal agency, pursuant to a formal work-study agreement comparable to the SCEP agreements under 213.3202(b)(12) between the agency and an accredited academic institution; to include those student volunteers as defined by 5 CFR part 308;
 - b. Worked in, but not for, a Federal agency, pursuant to a written contract comparable to the SCEP agreements under 213.3202(b)(12) between the agency and an organization officially established to provide internship experiences to students; or
 - c. Served as an active duty member of the armed forces of the United States (including the National Guard and Reserves), as defined in 5 U.S.C. 2101, and has been discharged or released from active duty in the armed forces under honorable conditions.

PROBATIONARY PERIOD. If a SCEP student is converted to a permanent career or career-conditional position, SCEP work experience is creditable toward the 1-year probationary period provided that the work experience is in the same agency, in the same line of work, and contains or is followed by no more than a single break in service that does not exceed 30 calendar days. "Same line of work" means that the positions are so similar that they require the same qualifications and would be in the same competitive level for reduction-in-force purposes. Leave without pay in excess of 22 work days is not creditable and extends the probationary period by an amount of time equal to the leave taken without pay.

C. SPECIAL WAIVER REQUIREMENTS

Up to 320 hours may be waived of a student's 640-hour minimum service requirement under a SCEP appointment, if a student enrolled in an accredited college or university completes 320 hours of career-related work experience under a Student Educational Employment Program appointment and has demonstrated high potential, as evidenced by outstanding academic achievement and exceptional job performance.

1. Outstanding academic achievement must be demonstrated by an overall grade point average of 3.5 or better, on a 4.0 scale; standing in the top 10 percent of the student's graduating class; and/or induction into a nationally-recognized scholastic honor society. Notwithstanding these differences, agencies may still refer to "superior academic achievement" in OPM's Qualifications Standards for General Schedule Positions <http://www.opm.gov/qualifications/SEC-II/s2-e5.asp#e4f> to obtain specific guidance on GPA, class standing, and nationally recognized honor societies.

AND

2. Exceptional job performance must be demonstrated by a formal evaluation conducted by the student's work-study supervisor(s), under the Performance Management Appraisal Program (PMAP). For detailed instructions on the PMAP, please go to <http://intranet.hhs.gov/pmap/index.html>.

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Student Temporary Employment Program (STEP)

A. EMPLOYMENT CONDITIONS

INITIAL APPOINTMENT. Students are appointed under Schedule B, 5 CFR § 213.3202(a). This is the appointment authority regardless of the type of academic program. **The nature of a student's duties does not have to be related to the student's academic/career goals.** Students in this program are appointed to temporary positions not to exceed 1-year; however, appointments may be extended in 1-year increments as long as the individual meets the definition of a student. Students under this appointment authority are excepted from the limitations under 5 CFR 213.104 (Special provisions for temporary, intermittent, or seasonal appointments under Schedule A, B, or C). Students are **not** eligible for noncompetitive conversion to term, career, or career-conditional appointments, but may be converted to the Student Career Experience Program (SCEP).

CLASSIFICATION. Classification of students is based on the occupational series for which they are hired. STEP students are **not** assigned to the General Schedule-99 student/trainee or the Wage Grade -01 series. Grade level is set according to the criteria in the appropriate General Schedule or Wage Grade classification standard.

PERFORMANCE APPRAISAL. Students are covered under the Performance Management Appraisal Program (PMAP) and are evaluated in accordance with the rules and regulations of the PMAP program. For work periods of less than 90 days, a progress report may be substituted for a performance appraisal.

TENURE. Students in the Student Temporary Employment Program are in tenure group 3 provided they have completed one year of current continuous service. Students that have not completed one year of service should be placed in tenure group 0. The time does not count towards career tenure because the 3-year period of service required to obtain career tenure must begin and end with non-temporary employment in the competitive service.

BENEFITS. Students are considered temporary employees and are generally not entitled to benefits. However, once students have been continuously employed for a year without a break in service exceeding 5 days, they may enroll in the Federal Employee Health Benefits Program, but they would have to pay 100 percent of the premium (i.e., both the employee and government share). There is no provision for temporary employees to be eligible for life insurance coverage. Students in the Student Temporary Employment Program are generally ineligible for retirement coverage.

ADVANCEMENT. Promotions for students in the STEP should be documented as a conversion to another excepted appointment at a higher grade level, citing the same authority used for the original appointment and maintaining the original not-to-exceed date. Even though the actual nature of the action is a conversion to a new appointment, a GS employee is entitled to an increase in pay of at least two steps upon placement in a higher-graded position without a break in service. Eligibility for within-grade increases depends on the pay system of the occupation. Temporary Wage Grade (WG) employees are eligible for within-grade increases. Temporary General Schedule (GS) employees are not eligible for within-grade increases.

B. COMPLETION OF EDUCATION REQUIREMENTS/CONVERSION

STEP students who have completed their education requirements for a diploma, certificate, or degree and are no longer students must be separated even if the not-to-exceed date of their current appointment has not been reached. STEP students are not eligible for noncompetitive conversion to term, career, or career-conditional appointments, but may be converted to the Student Career Experience Program. Work experience gained while under STEP can be credited toward the 640-hour work experience necessary for a SCEP noncompetitive conversion to a term, career, or career-conditional appointment provided that the academic/work experience is related to the students academic career goals. The OPDIV should clearly document how the work is career-related in terms of duties, tasks, assignments, etc.

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Student Volunteer Employment Program (SVEP)

A. DEFINITIONS

Student. An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than five months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

Volunteer Service. Limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student. Such service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the Department's work force.

B. ELIGIBILITY REQUIREMENTS

Students must meet the following basic eligibility requirements:

- Be at least 16 years old;
- Be enrolled, at least half-time in:
 - a high school or trade school;
 - a technical or vocational school;
 - a junior or community college;
 - a four-year college or university; or
 - any other accredited educational institution including home-school. [Students who are home-schooled must be participating in either an accredited home-school, or a home-school curriculum approved by the State.]

C. ESTABLISHING SVEP

A volunteer service program must be established between the servicing OHRO and a representative from the educational institution. An agreement establishing this program must be prepared by the OHRO for each volunteer service program. OPDIVs may use [Exhibit F](#), Student Volunteer Employment Program Agreement, to fulfill this requirement.

D. ASSIGNMENT DOCUMENTATION

1. Students must submit evidence of enrollment or accepted enrollment in a degree, diploma, or certificate program at an accredited school. Official documentation to verify current or projected enrollment must be obtained from the school *before* the effective date of the assignment.

2. Verification of enrollment may be accomplished as follows:
 - a. Electronically, by contacting the school through email, or accessing the student's official transcript or other records; or
 - b. Obtaining paper documentation from the school or the student (i.e. a letter from the school registrar, an advance registration schedule, etc.)
 - Documents showing school enrollment in a previous semester does not provide evidence of current enrollment and therefore are not acceptable for this purpose.
3. OHROs are responsible for ensuring that the volunteer receives documentation regarding of the nature of their assignment to a volunteer position.
 - a. The written communication should include the following information:
 - Name of agency;
 - Position title;
 - Office title and duty location;
 - Days/hours on duty; and
 - Guidance on how the agency may be contacted regarding future requests to obtain documentation/verification of volunteer service.
 - b. [Exhibit E](#), Letter of Authorization to Serve as a Student Volunteer, may used to meet this requirement.
 - c. Note: It is recommended that the written communication contain language such as: "Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits".

DISPOSITION OF RECORDS. Volunteers do not receive Federal appointments, so their service is not reported to the Central Personnel Data File (CPDF). An SF-50 *cannot* be used to document volunteer appointments. OHROs *cannot* use an Official Personnel Folder for documenting volunteer service; however a file should be retained for each volunteer containing the required information listed under Assignment Documentation (i.e. the letter containing required information and student transcripts).

E. EMPLOYMENT CONDITIONS

Volunteers may be used to supplement, but not take the place of, personnel hired through the usual employment procedures. Volunteer service programs must be conducted under the supervision and control of Department officials who are Federal employees. The services of volunteers may be accepted only in accordance with the provisions of an established volunteer service program.

SELECTION OF VOLUNTEERS. OPDIVs and the OHROs should establish procedures for selecting volunteers.

SECURITY INVESTIGATIONS/MEDICAL FITNESS. Dependent upon their length of service and/or duties, volunteers may be subject to the investigative requirements of Executive Order 10450, "Security Requirements for Government Employment." Consideration will

be given to volunteers, using the same tests as to the character, reputation, and fitness applicable to regular Federal employees. Physical examinations, if considered by the official accepting volunteer services to be necessary for the protection of volunteers or patients, may be administered in Department facilities without charge to the individual. If the services of a private physician are used, the volunteer must pay the cost of the examination.

COMPENSATION. Volunteer service programs must be on a without compensation basis. This precludes monetary payments or any other form of compensation by the Department. All volunteers must be supervised by a Federal employee.

TIME LIMITS. Typically, SVEP students are on short-term assignments (i.e. during school breaks) and are used to supplement, but not take the place of, personnel hired through the usual employment procedures. Therefore, in order to track volunteer service, OHROs should set time-limits for SVEPs in 6 to 12 month increments. OHROs are responsible for tracking the time-limits on volunteers. To extend a student volunteer for more than 12 months, OPDIVs must request an extension from the OHRO with a documented reason.

RECORDING SERVICE TIME. Supervisors are required to keep track of the duty hours/days of student volunteers for record keeping purposes. These records may be used to provide credit on a student's transcript for time served.

SERVICES AND BENEFITS. All volunteers, depending on need, are eligible for the following services:

1. Volunteers are considered employees of the Federal Government for the purposes of the benefits provided by U.S.C. 8101 for work related injuries or diseases. In case of injury sustained by a volunteer while in the performance of duty, the procedures applicable to regular Government employees should be followed.
2. Volunteers are covered by the tort claims provisions of Title 28, U.S. Code.
3. Volunteers may be provided protective clothing and equipment under 5 U.S.C. 7903 in order to prevent work-related injuries.
4. Emergency outpatient treatment for injuries sustained while performing assigned volunteer services will be provided to volunteers. Volunteers may also be provided temporary care and treatment in Department facilities under the same circumstances and to the same extent such care and treatment is available to paid employees.

TERMINATION OF EMPLOYMENT. Volunteer service arrangements may be terminated at any time by either party. When a student volunteer is terminated, the servicing OHRO should be notified in writing immediately, including the date of termination.

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Exhibits

Exhibit A - Student Employment Program Agreement

Before appointing a SCEP or STEP, an agreement with the Educational Institution must be signed. This is a sample agreement that may be used.

Department of Health and Human Services and Educational Institution

Student Employment Program Agreement

This agreement is entered into between _____ (Enter name of Educational Institution) hereinafter known as the "Institution" and the Department of Health and Human Services (HHS), hereinafter known as the "Organization", for the purpose of providing work experience to students under the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). The effective date of this agreement is _____.

The parties agree that work to be performed under this agreement is to be in the public interest and 1) will not result in the displacement of employed workers or impair existing contracts for services; 2) will be governed by conditions of employment, including compensation, type of work performed, geographic region and proficiency of the employee and as mutually agreed by the Institution or the Organization; and 3) does not involve any partisan or nonpartisan activity political activity associated with a candidate, or contending faction or group, in an election for public or party office. In the event of injury incurred by a student employee while acting within the scope of his/her duties, the Organization shall assume responsibility as the employer.

The Organization will be responsible for setting appropriate pay for each student. This will be determined by the student's qualifications set forth by the Office of Personnel Management (OPM). Student hires may be appointed throughout the academic year, but must be enrolled at _____ (Enter name of Educational Institution) at least on a part-time basis to remain eligible for the program under this agreement.

Student hires appointed under the Student Career Experience Program (SCEP) must have a work experience related to their program of study. At completion of the educational requirements, the students may be eligible for conversion within 120 days to a permanent position upon satisfactory completion of the degree requirements.

Student hires appointed under the Student Temporary Experience Program (STEP) do not have to be assigned to a work experience related to their program of study. At the completion of the educational requirements, the student will not receive conversion eligibility to permanent employment.

The Organization will support student hires from the Institution at any given time, contingent upon the Organization's budget and the availability of placement opportunities. Student hires accepted in this program will be made available to the Organization by the Institution through career fairs, Institutional announcements via their Career Center website and as determined by the Institution. Student hires may be removed from work on a particular assignment or from the Organization by the Institution, either on its own initiative or at the request of the Organization. This may be done orally or in writing.

Students hires for the Department under this agreement are responsible for safeguarding and preserving the confidentiality of information that is protected by the Privacy Act and compliance with statutory and regulatory ethical obligations for employees of the United States Government with respect to all work performed for the Department. Accordingly, students serving as SCEP/STEP for the Department may be required to agree in writing to comply with Privacy Act and statutory and regulatory ethical obligations for employees of the United States Government.

The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, disability religion, sex, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the regulations of the Department of Education which that act, and Title IX of the Education Amendments of 1972 (P.L. 92-318).

Name of Educational Institution	Department of Health and Human Services/ Division Name
Print Name/Title of Educational Institution Representative	Print Name of HHS Representative
Signature of Educational Institution Representative	Signature of HHS Representative
Date	Date

Exhibit B - Student Career Experience Program (SCEP) Working Agreement		
<p>The Student Career Experience Program (SCEP) is a planned, progressive educational program that provides the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. This is an agreement between <i>Insert Agency, OPDIV, and Center/Office, and Insert Student's Name</i> and establishes a mutual understanding between the parties involved regarding the requirements of the Student Career Experience Program (SCEP).</p>		
<p>Student Eligibility Requirements: The student must meet the following criteria. Please check the boxes certifying these conditions are met.</p> <p><input type="checkbox"/> Be at least 16 years old;</p> <p><input type="checkbox"/> Be a U.S. citizen, or national, or the student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed.</p> <p><input type="checkbox"/> Meet Agency's policy on nepotism;</p> <p><input type="checkbox"/> Be enrolled or accepted for enrollment as a degree-seeking student in an accredited high school, technical or vocational school, 2-year or 4-year college or university or graduate or professional school;</p> <p><input type="checkbox"/> Be taking at least a half-time academic/vocational/ or technical course load and be in good standing as determined by the academic Institution (generally, GPA of 2.0 or higher);</p> <p><input type="checkbox"/> The nature of work of the position is directly related to the student's academic/career goals;</p> <p><input type="checkbox"/> Meet personnel suitability and physical requirements; and</p> <p><input type="checkbox"/> Meet the OPM Qualification Standard for the series and grade of the position.</p> <p>Note: Each semester after the initial appointment (or twice a year), the manager is required to obtain documentation that the student is still enrolled and continues to meet eligibility requirements (i.e. request transcripts at the end of each semester). This documentation should be submitted to the Operating Human Resources Organization.</p>		
<p>Documentation: Please attach the following to this agreement:</p> <p><input type="checkbox"/> Position Description <input type="checkbox"/> Current course schedule <input type="checkbox"/> Agreement between educational institution and HHS</p>		
<p>Please select the program type the student is currently enrolled:</p> <p><input type="checkbox"/> High School <input type="checkbox"/> 4-year degree</p> <p><input type="checkbox"/> Certificate <input type="checkbox"/> Master's degree; LL.B. or J.D</p> <p><input type="checkbox"/> 2-year degree <input type="checkbox"/> Ph.D; LL.M.</p>	<p>Insert Student's Major/Program of Study: _____</p> <p>Anticipated Graduation Date: _____</p>	
<p>Schedule: Students may work full-time or part-time schedules at any time during the year without limitation on the number of hours per week. Work experience(s) must be planned, consistent with the student's academic studies and career goals, and designed to meet the minimum study-related 640 work hours needed for the possible noncompetitive conversion to a permanent appointment. The work schedule should not interfere with the student's academic schedule.</p> <p>It is agreed that the student will work:</p> <p><input type="checkbox"/> Full-Time Schedule <input type="checkbox"/> Part-Time Schedule/ Hours per week _____</p>		
<p>Performance: Students will be placed on a Performance Plan consistent with the HHS Performance Management Appraisal Program (PMAP). If a student's academic performance falls below the educational institution's definition of good academic standing; or if the student's work performance falls below the Fully Successful level under the PMAP, the student's employment may be terminated.</p>		
<p>Pay and Benefits: Students are paid in accordance with established pay schedules. Benefits for which students may be eligible for include: Life and health insurance; retirement; vacation, sick, and holiday leave; tuition assistance; and payment of travel and transportation expenses. Please consult with your Human Resources Center to obtain benefit information.</p>		
<p>Employment after Completion of Program Requirements: This appointment is intended to continue until the completion of education and study-related work requirements for the SCEP. <i>Insert Agency, OPDIV, and Center/Office</i> may choose to noncompetitively convert the student to a career-conditional, career, or term appointment within 120 days after satisfactory completion of the education program and satisfactory completion of at least 640 hours of career-related work experience. Please refer to the Special Waiver Requirements section of the Student Educational Employment and Volunteer Program Handbook for eligibility to waive up to 320 hours. Student trainees disqualified from continuing in the Program or those who are not converted to a career-conditional, career, or term appointment, must be terminated.</p>		
<p>Print Supervisor's Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Print Student's Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Print Human Resources Specialist Name:</p>	<p>Signature:</p>	<p>Date:</p>

Exhibit C – SCEP Conversion Checklist

To ensure the student meets the criteria for a noncompetitive conversion to term, career, or career conditional appointments, please utilize the following checklist.

Student Name:	Education Completion Date:
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Conversion Determination. SCEP participants may be noncompetitively converted to term, career, or career conditional appointments. Please confirm the student meets the following eligibility requirements:

Completed at least 640 hours of career-related work experience acquired through a Federal work experience acquired through a Federal work-study program while otherwise enrolled as a full-time or part-time, degree seeking student.

Work Experience Requirements. Please select how the student gained work experience creditable towards the 640 hour conversion requirement. You may check one or more of the following:

- Experience was acquired through a Student Educational Employment Program appointment
- Experience was acquired through any previous Federal appointment (e.g. fellowships and similar programs in accordance with 5 CFR 213.3102(r))
- Experience was acquired while working in, but not for, a Federal agency, pursuant to a formal work-study agreement comparable to the SCEP agreements under 213.3202(b)(12) between the agency and an accredited academic institution; to include those student volunteers as defined by 5 CFR part 308
- Experience was acquired while working in, but not for, a Federal agency, pursuant to a written contract comparable to the SCEP agreements under 213.3202(b)(12) between the agency and an organization officially established to provide internship experiences to students; or
- Served as an active duty member of the armed forces of the United States (including the National Guard and Reserves), as defined in 5 U.S.C. 2101, and has been discharged or released from active duty in the armed forces under honorable conditions.

Exception. Up to 320 hours may be waived of a student's 640-hour minimum service requirement under a SCEP appointment if a student enrolled in an accredited college or university completes 320 hours of career-related work experience under a Student Educational Employment Program appointment and has demonstrated high potential, as evidenced by outstanding academic achievement and exceptional job performance.

The student has outstanding academic achievement demonstrated by an overall grade point average of 3.5 or better, on a 4.0 scale; standing in the top 10 percent of the student's graduating class; and/or induction into a nationally-recognized scholastic honor society. (Notwithstanding these differences, please may refer to "superior academic achievement" in OPM's Qualifications Standards for General Schedule Positions <http://www.opm.gov/qualifications/SEC-II/s2-e5.asp#e4f> to obtain specific guidance on GPA, class standing, and nationally recognized honor societies.) **AND**

Exceptional job performance demonstrated by a formal evaluation conducted by the student's work-study supervisor(s), in a manner consistent with the applicable performance appraisal program established under an approved performance appraisal system.

All of the following requirements must be met:

- The appointment is being made within 120-days of the completion of a course of academic study from an accredited school conferring a diploma, certificate, or degree;
- Received a favorable recommendation by an official of the agency in which the job-related skills were acquired;
- Meets the qualification standards for the position in which the student will be appointed; and
- United States citizen

Probationary Period Determination. If the following conditions are met, the experience gained as a SCEP can be credited towards the one-year probationary requirement.

- Converting to a permanent career or career-conditional position
- The work experience is in the same agency;
- The work experience is in the in the same line of work ("Same line of work" means that the positions are so similar that they require the same qualifications and would be in the same competitive level for reduction-in-force purposes); **AND**
- The work experience is followed by no more than a single break in service that does not exceed 30 calendar days. Leave without pay in excess of 22 work days is not creditable.

Print Supervisor's Name:	Signature:	Date:
Print HR Specialist Name:	Signature:	Date:

Exhibit D - Student Temporary Experience Program (STEP) Working Agreement		
<p>The Student Temporary Experience Program (STEP) provides students Federal work experience that does not need to be related to the student's academic/career goals. This is an agreement between <i>Insert Agency, OPDIV, and Center/Office, and Insert Student's Name</i> and establishes a mutual understanding between the parties involved regarding the requirements of the Student Temporary Experience Program (STEP).</p>		
<p>Student Eligibility Requirements: The student must meet the following criteria. Please check the boxes certifying these conditions are met.</p> <p><input type="checkbox"/> Be at least 16 years old;</p> <p><input type="checkbox"/> Be a U.S. citizen, or national, or the student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed.</p> <p><input type="checkbox"/> Meet Agency's policy on nepotism;</p> <p><input type="checkbox"/> Be enrolled or accepted for enrollment as a degree-seeking student in an accredited high school, technical or vocational school, 2-year or 4-year college or university or graduate or professional school;</p> <p><input type="checkbox"/> Be taking at least a half-time academic/vocational/ or technical course load and be in good standing as determined by the academic institution (generally, GPA of 2.0 or higher);</p> <p><input type="checkbox"/> Meet personnel suitability and physical requirements; and</p> <p><input type="checkbox"/> Meet the OPM Qualification Standard for the series and grade of the position.</p> <p>Note: Each semester after the initial appointment (or twice a year), the manager is required to obtain documentation that the student is still enrolled and continues to meet eligibility requirements (i.e. request transcripts at the end of each semester). This documentation should be submitted to the Operating Human Resources Organization.</p>		
<p>Documentation: Please attach the following to this agreement:</p> <p><input type="checkbox"/> Position Description <input type="checkbox"/> Current course schedule <input type="checkbox"/> Agreement between educational institution and HHS</p>		
<p>Please select the program type the student is currently enrolled:</p> <p><input type="checkbox"/> High School <input type="checkbox"/> Ph.D; LL.M.</p> <p><input type="checkbox"/> Certificate <input type="checkbox"/> Master's degree; LL.B. or J.D</p> <p><input type="checkbox"/> 2-year degree <input type="checkbox"/> 4-year degree</p>	<p>Anticipated Graduation Date: _____</p> <p>Insert Student's Major/Program of Study: _____</p>	
<p>Schedule: Students may work full-time or part-time schedules at any time during the year without limitation on the number of hours per week. The student's work schedule should not interfere with the student's academic schedule.</p> <p>It is agreed that the student will work:</p> <p><input type="checkbox"/> Full-Time Schedule <input type="checkbox"/> Part-Time Schedule/ Hours per week _____</p>		
<p>Performance: Students will be placed on a Performance Plan consistent with the HHS Performance Management Appraisal Program (PMAP). If a student's academic performance falls below the educational institution's definition of good academic standing; or if the student's work performance falls below the Fully Successful level under the PMAP, the student's employment may be terminated.</p>		
<p>Pay and Benefits: Students are paid in accordance with established pay schedules. STEP participants are eligible to earn and use annual and sick leave. After 1 year of continuous service, participants become eligible for health benefits at full cost. No other benefits are available for STEP participants.</p>		
<p>Employment Conditions: Students are appointed to temporary positions not-to-exceed 1-year. Appointments under this authority may be extended in one-year increments as long as the individual meets the definition of student. Students under this appointment are excepted from the provisions under 213.104 (Special provisions for temporary, intermittent, or seasonal appointments in Schedule A, B, and C). Students are not eligible for noncompetitive conversion to term, career, or career conditional appointments; however they may be converted to the Student Career Experience Program.</p>		
<p>Print Supervisor's Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Print Student's Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Print Human Resources Specialist Name:</p>	<p>Signature:</p>	<p>Date:</p>

Exhibit E – Sample Letter of Authorization to Serve as a Student Volunteer

This sample form letter may be used as the appointment letter for a Student Volunteer.

Department of Health and Human Services

Enter OPDIV/STAFFDIV Address

Enter Volunteer Name and Address

Enter Date

Dear :

Welcome to the Department of Health and Human Services. You will be assigned as a(n) *Enter Position Title* from *Enter Start Date* to *Enter End Date (NTE)*, with *Enter OPDIV Name* in *Enter Location*. Your acceptance of the opportunity to serve on such basis means that you waive all claims to pay for services rendered.

Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits. While serving as a volunteer, you are also bound by the Department's regulations concerning Standards of Conduct and Conflict of Interest.

(Include paragraph about arrangements, which must include duty hours/days and who to contact for official documentation/verification of volunteer service).

Please sign the attached Student Volunteer Employment Program Agreement and return it to us in the enclosed envelope.

Your interest in the health needs of the people we serve is deeply appreciated, and we are grateful for the assistance you are willing to provide.

Sincerely,

(Signature)

Print Name/Title

(Name and title of official authorized to accept volunteer service.)

Exhibit F - Student Volunteer Employment Program Agreement Before appointing a SVEP, an agreement with the Educational Institution must be signed. This is a sample agreement that may be used.	
Department of Health and Human Services and Educational Institution Student Volunteer Employment Program Agreement	
<p>This agreement is entered into between _____ (Enter name of Educational Institution) hereinafter known as the "Institution" and the Department of Health and Human Services (HHS), hereinafter known as the "Organization" for the purpose of providing volunteer work experience to the student under the Student Volunteer Employment Program (SVEP).</p> <p>In compliance with the provisions of 5 USC 3111, volunteer service is with the permission of the institution in which the student is enrolled. Service under this agreement is without compensation by the Organization and students will not be used to displace a Federal Employee. The volunteer must be a student who is enrolled not less than half-time at the Institution. This agreement in no way commits the Department of Health and Human Service to offer a permanent position to the student at the end of the assignment.</p> <p>During the term of volunteer service, the student will determine a work schedule with their direct supervisor; notify their supervisor when they are unable to attend; perform and complete all work products assigned; complete attendance and performance records and provide them to their program supervisor at the completion of their assignment (as reasonably required in order for the experience to be properly credited).</p> <p>Students are not considered Federal employees for any purpose other than compensation for injuries sustained during the performance of work assignments and Federal Tort Claims provisions of 28 USC 2671 through 2680.</p> <p>The Organization will appoint an official to serve as a liaison with the school on matters related to the Student Volunteer Service Program. Further, a supervisor will be appointed during the term of the volunteer assignment and will serve as the student's direct point of contact for all matters as it relates directly to the students assignment. The Organization will ensure that the student volunteer receives specific on-the-job training in the field of their formal curriculum designed for the best development of knowledge and skills. The Organization will maintain records on student performance and other administrative matters and made available to the school upon request and will notify the school if the student volunteer is dropped because of unsatisfactory progress, lack of interest, or failure to meet conduct standards.</p> <p>The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, disability religion, sex, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the regulations of the Department of Education which that act, and Title IX of the Education Amendments of 1972 (P.L. 92-318).</p> <p>Student hires may be removed from work on a particular assignment at any time.</p>	
Name of Educational Institution	Department of Health and Human Services/ Division Name
Printed Name/Title of Educational Institution Representative	Printed Name of HHS Representative
Signature of Educational Institution Representative	Signature of HHS Representative
Date	Date

Exhibit G - Basic Nondisclosure Agreement

This Nondisclosure Agreement (the "Agreement") is entered into by and between _____ with its principal offices at _____, _____ ("Disclosing Party") and _____, located at _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of Confidential Information as defined below. The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

2. Exclusions from Confidential Information. Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.

4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venturer or employee of the other party for any purpose.

6. Severability. If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.

7. Integration. This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both parties.

8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party. Each party has signed this Agreement through its authorized representative.

Print Name:	Signature:	Date:
Print Name:	Signature:	Date:

Appendices

Appendix A – Recruitment Strategies

Recruiting and retaining talented employees is a workforce imperative for realizing the Department’s vision and strategic intent. In that regard, recruiting should not be viewed as a function that can be routinely “turned on and off” on the basis of the hiring needs of the moment.

Recruitment should be a long-term commitment and a priority that must be nurtured and sustained. Below are some effective tips for recruitment in student programs.

1. *A coordinated and integrated recruitment program* - Each OPDIV should develop a specific recruitment plan for the types of occupations needed for student programs and should specify sources and methodology. It is critical to identify areas where recruitment efficiencies and economies can be achieved and to minimize redundancy, unnecessary costs, confusion for the public and lost opportunities to attract critical talent. It is also pertinent to include diversity recruitment, such as the Federal Equal Opportunity Recruitment Program (FEORP) and the Disabled Veterans Affirmative Action Program (DVAAP) program to plan student recruitment activities.
2. *Know Your Recruiting Needs:* Simply issuing a vacancy announcement alone is not an effective method of finding a highly qualified diverse pool of candidates for student programs. OPDIVs need to consider using a variety of job search locations, such as:
 - College placement centers
 - Minority student associations
 - College organizations of students with disabilities
 - High schools
 - Internet websites
 - Newspapers and magazines
 - Community newsletters
 - Radio announcements
 - Community centers
 - Professional organizations
 - Employees can often provide recommendations regarding good sources of diverse candidates (their alma maters, professional organizations, etc.).
3. *Market Your Organization:* The cornerstone for the marketing message is the Department’s/organization’s vision. Vision can create excitement and set the Department/organization apart from its competitors. An example of savvy marketing is to maintain ties with interns after the interns return to campus. By putting friendly, accessible faces out there, HHS can build on the interns' experiences to reach other students. Ways to use your former interns:
 - Have interns answer questions at your agency's booth at a career fair
 - Ask interns to participate in an information session or make a classroom presentation with an agency representative who has come to campus

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- Encourage interns to participate in panels that their career centers may host on getting and making the most of summer internships
 - Train your interns to be on-campus representatives during the school year after their internship, and provide a small stipend in exchange for their representation and availability to answer students' questions
4. *Develop Data on Recruitment:* Data is critical for identifying priorities in the recruitment process and keeping management informed regarding trends, identifying successes and returns on investment. The FEORP and DVAAP plans are excellent sources for data on Mission Critical Occupations (MCOs), and areas of underrepresentation in the Department. It is also critical to track data from efforts such as career fairs and marketing efforts. By utilizing a question in vacancy announcements to identify the recruitment source, you can track the effectiveness of your recruitment outreach strategies.
5. *Establish a College Relations Program:* Even if certain offices are not in position to hire an intern immediately, developing and maintaining relationships with academia and professional associations can be a very effective way to recruit high-quality candidates for future needs. Agency officials should invest time with career services officials, admissions staff, key faculty, members of student organizations, and other “gatekeepers” who may have access or influence. Employee-alumni are often effective representatives in this area. You can also capitalize on existing relationships that HHS has with these institutions. The payoff is establishing name recognition on campus, and being seen by students as a desirable choice to pursue one’s career. A toolkit to provide career centers regarding Federal Service can be found at the Partnership for Public Service website at: <http://ourpublicservice.org/OPS/programs/calltoserve/toolkit/>
6. *Know Your Audience:* Studies show that the factors most valued by prospective candidates, particularly those recently graduated from college are:
- The nature of the work - the appeal of what HHS does and delivers;
 - Compensation and benefits - salary, retirement, health benefits, bonuses, insurance, etc.;
 - Culture and work environment - senior management team and co-worker quality; technology level, risk-taking environment, size, diversity, empowerment, recognition, work challenges, mobility, opportunity to learn new skills, and career advancement;
 - Work life balance, location, work hours, travel, vacation, childcare, telecommuting;
 - Opportunities for continuing education, training and professional development; and
 - Career advancement beyond the initial job - are there internal opportunities or would candidates need to go elsewhere for advancement?

Utilizing the OPM’s Career Patterns Initiative can assist in addressing these important issues on your advertisements.

https://www.opm.gov/hcaaf_resource_center/careerpatterns/CPGuideV1.pdf

Appendix B – References

- A. 5 CFR § 213.3202 (student educational employment program)
- B. 5 USC 2105 (definition of an employee)
- C. 5 CFR § 213 (definition of excepted service)
- D. 5 CFR § 302 (employment in the excepted service)
- E. 5 U.S.C. § 3301 (civil service: examination, selection and placement)
- F. 5 CFR § 315 (career and career conditional appointments)
- G. 45 CFR, § 57 (acceptance of volunteer and uncompensated services for use in the operation of any health care facility of the Department)
- H. 5 CFR § 308 (volunteer service)
- I. 5 CFR § 308.102 (volunteer eligibility and status)
- J. 5 U.S.C. § 3111(acceptance of volunteer service)
- K. Guide to Processing Personnel Actions, Chapter 33, Documenting Volunteer Service
- L. Title 28, U.S. Code (tort claims)
- M. 5 U.S.C. § 3110 (anti-nepotism act)
- N. 5 U.S.C. § 7903 (protective clothing and equipment)
- O. Executive Order 10450 (security requirements for government employment)
- P. Executive Order 11222 (standards of conduct provisions)
- Q. Partnership for Public Service, <http://www.ourpublicservice.org/OPS/>
- R. 5 U.S.C. § 3328(a) and 5 CFR Part 300, Subpart G (Selective Service)
- S. 5 CFR § 300.603 (Time in Grade)
- T. 5 CFR § 302.101 (exemptions from rating and ranking)
- U. 5 CFR § 213.3202(b)(15) (exemptions from written tests)
- V. 5 CFR § 870.202 (life insurance)
- W. 5 CFR § 890.102, 5 CFR § 831.201, 842.105, 213.3202(a)(13)(i) (health benefits)
- X. 5 CFR § 213.3202(a)(14) and 5 CFR § 213.3202(b)(19) (Tenure)
- Y. 5 CFR § 430.202 (Performance Appraisal)
- Z. 5 CFR § 731 (Suitability)
- AA. 5 CFR § 339 (Medical Qualifications Determinations)

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