



Form G-1236, Student Temporary Employment Program (STEP)

Statement of Conditions

Department of Homeland Security

U.S. Citizenship and Immigration Services (USCIS)

USCIS
Form G-1236

Student's Full Name (*print*): _____

Position Title, Series, & Grade: _____

Program Office: _____

Educational Institution & Program: _____

Expected Completion of Educational and Work Requirements (*mm/dd/yyyy*): _____

Appointment's Not-To-Exceed Date (*mm/dd/yyyy*): _____

Supervisor's Name (*print*): _____

Telephone Number: _____

This student appointment is for a period of time not-to-exceed the date specified above. Your appointment may be extended in one-year increments as long as you continue to meet the requirements for continued participation listed below. Your employment will terminate automatically upon the expiration of your appointment unless you are separated earlier in accordance with 5 C.F.R. 213.3202.

To continue participation in the Student Temporary Employment Program you must meet each of the following criteria:

1. Remain enrolled in an accredited high school or pursuing a degree, diploma, certificate, etc. in a technical or vocational school, 2-year or 4-year college or university, graduate or professional school or participate in an accredited or State-certified home-school (high school students only);
2. Take at least a *half-time* academic course load, as defined by your school;
3. Maintain good academic standing of at least a "C" average 2.0 out of 4.0 grade point average (GPA).

If you no longer meet the above criteria, you must immediately notify your Student Employment Program (SEP) Coordinator. In addition, the Office of Human Capital and Training (HCT) will contact you and/or your school's registrar or STEP coordinator on a semiannual basis to obtain verification that you continue to meet the above criteria.

General Student Eligibility. In addition to the criteria above, you must:

1. Be sixteen (16) years of age.
2. Be a citizen of the U.S.
3. Be enrolled, at least half-time, in an accredited high school or pursuing a degree, diploma, certificate, etc. in a technical or vocational school, 2-year or 4-year college or university, graduate or professional school or participate in an accredited or State-certified home-school (high school students only).
4. Maintain good academic standing of at least a "C" average 2.0 out of 4.0 grade point average (GPA).
5. Meet the qualification standards as well as (*any*) physical and security requirements for the position.
6. Provide a signed formal agreement.
7. Meet OPM Qualification Standards for the position.

As a student, you should be aware of certain conditions which affect you. They are summarized as follows:

Appointment

1. Under this appointment you will not acquire competitive status or eligibility for noncompetitive conversion to a term, career, or career-conditional appointment.
2. You do not serve a probationary period for this appointment.
3. Although you are eligible for re-appointment/conversion to a higher graded position in the STEP, you are not eligible for promotion, reassignment, or transfer to other positions outside of the STEP.
4. You are not covered by adverse action procedures.
5. You will not be eligible to compete for positions in the case of a Reduction-in-Force (RIF).

Performance Appraisal

You will receive performance appraisals in accordance with the USCIS Performance Management Program.

Work Schedule

You may work full-time or part-time, as acceptable to you and your supervisor.

Pay and Benefits

1. You are not eligible for within-grade increases.
2. The student will accrue sick leave.
3. The student must be employed for a period of 90 days of continuous service to accrue annual leave (5 U.S.C. 6303).
4. You are covered under the Social Security Benefits Act (FICA).
5. You are not eligible for retirement coverage, or for Federal life insurance coverage.
6. You will not be eligible for health insurance coverage until you complete at least one year of continuous service. Then you may enroll in the Federal Employee Health Benefits Program, but you will have to pay 100 percent of the premium (i.e., both the employee and government share).

Termination

1. Your appointment will be terminated if you do not maintain eligibility as a student in good academic standing in accordance with the criteria stated above.
2. Your appointment may also be terminated for performance or conduct reasons.
3. Your appointment may be subject to termination at any time upon written notice from the appointing official, program office chief, supervisor, or Student Employment Programs Manager.
4. Your appointment will be terminated if you fail to provide documentation (i.e. agreements, SEEP verification letter, transcripts, and enrollment letters) within the requested time frames.

Questions regarding the condition of your appointment should be referred to the point of contact listed above.

