

# STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

## BETWEEN

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(Student's Name)

and

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(Educational Institution)

and

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(Federal Agency)

This agreement outlines the nature of work assignments; schedule of work periods and class attendance; performance evaluation; and other requirements for continuation and successful completion of the Student Career Experience Program (SCEP). The SCEP is a planned, progressive educational program that provides for the integration of a student's academic studies and Federal work experience, with the potential of noncompetitive conversion into the Federal career service.

**A. Requirements for entry into program.** To be appointed in the Program, the student must:

- Be a U.S. citizen;
- Be at least 16 years old;
- Meet security and/or fitness requirements;
- Have been accepted for enrollment or be enrolled as a degree-seeking student (or in a program that will confer a degree, certificate, or diploma) in an accredited school, college, or university and, if enrolled, taking at least a "half-time" academic course load (as defined by the school);
- Have an academic major (or be enrolled in a diploma, certificate, or degree program) that is related to the position to which appointed;
- Currently be in good academic standing (as defined by the school).

**B. Requirements for continuation and successful completion of program.** To continue in the program, the student must:

- Maintain at least a half-time academic course load;
- Maintain good academic standing;
- Receive at least "fully successful" (or equivalent) performance appraisals;
- Adhere to USDA's Employee Responsibilities and Conduct policy and the Standards of Ethical Conduct for Executive Branch Employees. (As a new employee, the student must read this information as part of his/her orientation materials.)
- Continue enrollment in a degree, diploma, or certificate program that is related to the position;
- At the end of each grading period, provide evidence of:
  - good academic standing (either current transcripts or a copy of most recent report card); and
  - continuing enrollment with at least a half-time academic course load (e.g., copy of school schedule or registration for upcoming academic period, letter from school, etc.)

C. **Benefits.** Students may be eligible for the following benefits:

- Annual leave (earned at a specified rate based on years of Federal service and tour of duty);
- Sick leave;
- Paid holidays (when in pay status);
- Coverage under the Federal Employees Retirement System (if less than 5 years of prior Federal service);
- Health insurance (if appointment will last at least one year and the student is expected to be in a pay status for at least 1/3 of the total period of student employment); and
- Life insurance (if appointment will last at least one year and the student is expected to be in a pay status for at least 1/3 of the total period of student employment).

D. **Performance Evaluation.** The student's work performance will be evaluated as outlined in the agency's policy on performance appraisals.

E. **Classification.** Students will be titled "Student Trainees."

F. **Nature of work assignments.** The student will receive a position description outlining the major duties and responsibilities of the position to which appointed. The supervisor (or his/her designee) will provide specific work assignments that are developmental in nature and designed to meet the minimum 640 hours of study-related work experience required for conversion to a permanent or term appointment.

G. **Work Schedule.** The students may work full-time or part-time at any time during the year based on the agency's needs. However, the student's work schedule should not interfere with his/her academic schedule.

H. **Reduction-in-Force.** Students in the SCEP are in the excepted service tenure group II for purposes of 5 CFR 351.502 and are accorded the same retention rights as excepted service employees. They may qualify for severance pay if involuntarily separated.

I. **Noncompetitive Conversion.** The student may be noncompetitively converted from the Student Career Experience Program to a permanent appointment or a term appointment (more than 1 year, not-to-exceed 4 years, depending on the agency's needs). Conversion must take place within 120 days after completing the course requirements conferring a degree, diploma, or certificate at an accredited school, and must be to a position that is related to the student's academic training and career-related work experience.

To be eligible for conversion, the student must also:

- Have completed at least 640 hours of career-related work prior to (or concurrently with) completion of the academic requirements of the educational program;
- Be recommended for conversion by the employing agency;
- Meet the qualifications requirements for the targeted position to which the student will be appointed after completing the course requirements for the degree, diploma, or certificate program.

J. **Student's Statement of Understanding.** I have read and understand the provisions of this agreement. I also understand that:

- I must notify the employing agency if I am no longer enrolled in school, if I am enrolled with less than a "half time" academic course load, or if I change to a different academic major or field of study.
- I will be placed on leave-without-pay during periods that I am not working while in school.
- Even if I successfully complete the Student Career Experience Program, conversion to a permanent or term appointment is not guaranteed.
- My appointment under this Program will be terminated if I am not converted or if I do not

comply with the provisions of this agreement.

**K. Student's Authorization to Release Information.** For the purpose of verifying my eligibility for the Student Career Experience Program, I authorize the school to release information to the employing agency concerning my course load, enrollment status, and academic status (including academic major/degree program; number of credits completed; and academic standing).

**Student:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parent or Guardian (if necessary)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Educational Institution:**

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Phone Number

**Federal Agency:**

\_\_\_\_\_  
Printed Name of Student's Supervisor  
(or other Program Contact)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Signature and Date