

## STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

The U.S. Geological Survey (USGS), the \_\_\_\_\_, and  
(Educational Institution)

\_\_\_\_\_ understand and agree to the following:  
(Student/Employee)

This agreement establishes mutual understanding among the USGS, the above educational institution, and the student/employee regarding aspects of the excepted appointment under the Student Career Experience Program. This Program is a planned, progressive educational program that provides for the integration of a student's academic studies into Federal work experience with the potential for noncompetitive conversion into the Federal career service. It is consistent with guidance contained in 5 CFR Parts 213 and 338 and USGS policies.

### **TERMS AND CONDITIONS OF CONTINUED STUDENT EMPLOYMENT:**

- Major must be in an academic field of study related to the available work experience; a change in major must be reported to the supervisor immediately.
- Must be at least 16 years old.
- Must be a U.S. citizen or national (resident of American Samoa or Swains Island).
- Must meet USGS policy on nepotism.
- Must meet personnel suitability and physical requirements.
- Must be enrolled, at least half-time, in an academic program leading to a diploma, certificate, or degree, in an accredited institution. Half-time status is defined by the academic institution.
- Must be in good academic standing. Good standing is defined by the school; or at least a 2.0 cumulative GPA if no minimum academic standard exists.
- Must provide official transcripts upon initial appointment and conversion to a term or permanent appointment. Must provide a copy of up-to-date transcripts (unofficial) at the end of each academic year unless requested more frequently by the supervisor or Human Resources Office, for verification of enrollment and academic standing.
- Must make \*reasonable progress in completing the educational program and work experiences.
- Must at all times either be working at the USGS or enrolled in classes or both. Agencies may use discretion to approve a break in program.
- Subject to successful completion of a trial period.

\*Reasonable progress is defined as the length of time it would take a half-time student to complete the academic requirements for a diploma, degree, or certificate program. Half-time is defined by individual academic institutions. Degree programs which exceed this timeframe require a formally requested exception to be approved by the supervisor and the servicing human resources specialist. Exceptions to this rule will be made on a case by case basis and will be documented in the official personnel file.

**Pay and Benefits:**

Students are paid in accordance with established pay schedules. Students receive retirement coverage and may be eligible for annual and sick leave; life and health insurance; holiday leave; tuition assistance; and payment of travel and transportation expenses.

**Work Schedules:**

Schedules may be full-time (80 hours per pay period) or part-time. Under a part-time work schedule, the student can work 1 to 32 hours a week for a total of no more than 64 hours per pay period. A work schedule should be arranged so that it does not interfere with the student's academic schedule. Work experience(s) must be related to the student's academic studies and career goals, and designed to meet the minimum study related work hours required for conversion to a permanent or term appointment.

**Performance:**

Performance appraisals are required consistent with the USGS appraisal system, and results should be shared with schools. If a student's academic performance falls below the educational institution's definition of good academic standing (a 2.0 cumulative GPA if no minimum academic standard exists) or if performance falls below the "Fully Successful" level under the USGS performance appraisal system, the student's employment may be terminated.

**Employment After Completion of Program Requirements:**

This appointment is intended to continue through completion of education and study-related work requirements. A Federal agency may noncompetitively appoint the student to a career, career-conditional, or term appointment within 120 days after satisfactory completion of the educational program and satisfactory completion of 640 hours of career-related work experience. The work experience must be completed prior to or concurrently with the completion of the requirements of the educational program. The student must be recommended for conversion by the Agency in which the career-related work was performed and meet the qualification requirements for the position to which converted.

A maximum of 320 hours of the 640 hour work experience requirement may be earned through the following flexibilities. Creditable work experience must be directly related work experience as that of the SCEP appointment. The HR Specialist, in consultation with the supervisor, will determine the creditable work experience and the amount of hours allowed.

- (1) Work experience gained prior to the SCEP appointment through a non-Federal intern program comparable to the SCEP position.
- (2) Active duty military service (including active duty for training) related to the SCEP position.
- (3) Up to one-half of the minimum work experience requirement may be waived for students who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance demonstrated under the Student Educational Employment Program appointment.

