STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

BETWEEN

______________________________________________
(Student’s Name)

and

___________________________________
(Educational Institution)

and

__________________________________
(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:
  o good academic standing (either current transcripts or a copy of most recent report card); and
  o 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

Signature and Date

Title

_________________________________
Phone Number

**Federal Agency:**

_________________________________
Printed Name of Student’s Supervisor (or other Program Contact)

Signature and Date

Title

_________________________________
Human Resources Representative

Signature and Date