

UNITED STATES DEPARTMENT OF COMMERCE
STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT
BETWEEN

Department of Commerce and _____

This agreement is the basis for developing mutual understanding and respective responsibilities between the Department of Commerce and a qualifying educational institution in the employment of students for the Student Career Experience Program (SCEP). The SCEP Program 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 non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in the Code of Federal Regulations, Section 213.3202.

A. Academic Programs: Check appropriate program(s).

- | | |
|--|---|
| <input type="checkbox"/> High School | <input type="checkbox"/> Associate Degree |
| <input type="checkbox"/> Undergraduate Certificate | <input type="checkbox"/> Baccalaureate |
| <input type="checkbox"/> Graduate Degree | |

B. Student Eligibility - The prospective SCEP student must:

1. Be enrolled and recommended by a school official.
2. Be at least 16 years old.
3. Be a U.S. citizen or owe allegiance to the U.S.
4. Meet the Department's policy on employment of relatives.
5. Meet security or fitness requirements.
6. Meet the qualification standards of the position.
7. Satisfy the work performance standards and scheduling requirements of the Department.

C. Appointments - Students receive appointments in the excepted service under the Schedule B Authority, Sections 213.3202 (b) in the Code of Federal Regulations and are titled Student Trainees. Appointments may not extend beyond 120 calendar days after satisfactory completion

of academic requirements and 640 hours of study-related work experience requirements.

*D. **Promotions and Pay Increases** - are contingent upon the student's meeting qualification standards for the higher grade, performance management and position classification requirements of the Department, and supervisory recommendations.*

*E. **Terminations** - A student's appointment may be terminated at any time for any of the following:*

- 1. Resignation.*
- 2. Change to a field of study that will not qualify the student for a career position in the department.*
- 3. Suspension, expulsion, or withdrawal from the educational institution.*
- 4. Failure to maintain academic standards.*
- 5. Medical disability.*
- 6. Administrative reasons (e.g., budget constraints, lack of work, misconduct);*
- 7. Unsatisfactory performance.*

*F. **Pay and Benefits** - Students are paid in accordance with established pay schedules.*

Students earn sick and annual leave at specified rates.

*Participation in a retirement system is mandatory for all students.
Federal regulations determine the system providing coverage.*

Students are eligible for health and life insurance coverage if they hold appointments exceeding one year and expect to be in work status at least one-third of the time before completion of the work-study program.

Payments of travel and transportation between the duty station and school may be offered. Students may be eligible for transit subsidy.

*G. **Work Schedules** - Full-Time, Part-Time, Alternating*

Each work experience must be planned consistent with the student's academic studies or career goals and be designed to meet the minimum 640 hours of study-related work experience required for conversion.

Part-time students must work a minimum of 16 hours per week with at least a half-time academic course load.

Student work schedules should not interfere with their academic schedules.

Work schedules may not be confined to summer or vacation periods exclusively.

H. Performance Appraisals - *are required for SCEP students consistent with Department's Performance Management System.*

I. Employment After Completion of SCEP - *Within 120 calendar days after completing the educational requirements, the student may non-competitively promoted and/or converted to a term, career, or career-conditional appointment.*

To be eligible for conversion, students must have satisfactorily completed the 640 hours of study-related work experience requirements of the Federal SCEP.

Trainees disqualified from continuing in the SCEP or who have not converted must be terminated.

J. EEO Considerations - *Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, political affiliation, disability, marital status, or affiliation with an employee organization.*

K. Agency Responsibilities -

- 1. Designate a staff member to maintain liaison with the school.*
- 2. Inform the school of work experience opportunities and provide adequate job descriptions promptly.*
- 3. Establish work schedules consistent with the school's academic calendar that enable students to complete the Co-op program.*
- 4. Orient the student to Department's mission, policies and procedures.*
- 5. Select appointees referred by schools in accordance with EEO principles.*
- 6. Process all personnel actions and keep necessary records related to students.*
- 7. Provide progressive and diversified SCEP experiences to prepare the student for occupations in which they have an interest.*

8. *Conduct appraisals and counsel students regarding their performance.*
9. *Notify the school of changes in the student's status.*

Educational Institution -

1. *Designate a representative to work with the employing office's SCEP Coordinator.*
2. *Inform eligible students of employment opportunities.*
3. *Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions.*
4. *Coordinate work and study in a manner that will expand the student's educational development.*
5. *Provide the SCEP Coordinator with all required student application forms.*
6. *Monitor academic progress and inform the employing office of any changes in students' status.*

Students -

1. *Adhere to the employing office's work schedule and SCEP policies and procedures.*
2. *Assume personal and professional responsibility for actions and activities.*
3. *Meet academic, performance, and conduct standards established by the school and the employing office.*
4. *Provide the employing office and school SCEP coordinators with period progress reports on the quality of work and study assignments.*
5. *Notify the school and employing office of changes in their status.*

L. Conditions of the Agreement - *Conform to Federal regulations and are subject to change by Legislation, Executive Order, Office of Personnel Management or Departmental policy. Changes which are not required by new laws or regulations will occur only by mutual consent of the agency and the institution and will be made by written amendment to this agreement.*

This agreement becomes effective when signed by both parties. It will be in effect indefinitely unless terminated or if one of the following conditions are met:

1. *Mutual consent of both parties.*
2. *By either party upon 30 days written notice.*
3. *If there have been no students from the institution employed in the agency for one year.*

M. Approvals

Agency Official Signature

Title

Date

Student Signature

Date

Institution Official Signature

Title

Date

N. Administrative Contacts

Agency Contact

Telephone

Department of Commerce

14th & Constitution Ave. NW
Address

Washington, DC 20230
Address

Institution Contact

Telephone

Address

Address

Address

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