

Statement of Conditions for Student Temporary Employment Program (STEP)

Student Name:

Position Title, Series, Grade:

Appointment Not-to-Exceed Date:

HR Contact Person/Telephone Number:

This student temporary 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 (at least a "C" average).

If you no longer meet the above criteria, you must immediately notify your servicing Human Resources (HR) Office. In addition, the HR Office 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 at least age 16.
2. Meet OPM Qualification Standards for the position.
3. Be a U.S. citizen or a national of the U.S. If a non-citizen, be eligible to work under immigration law, and employable under the appropriations act ban on paying certain non-citizens.

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

Appointment

- Under this appointment you will not acquire competitive status or eligibility for noncompetitive conversion to a term, career, or career-conditional appointment.
- You do not serve a probationary period for this appointment.
- Although you are eligible for change to a higher grade position in the STEP, you are not eligible for promotion, reassignment, or transfer to other positions outside of the STEP.
- You are not covered by adverse action procedures.
- You will not be eligible to compete for positions in the case of a reduction in force (RIF), and may be subject to termination at any time upon written notice from the Department.

Performance Appraisal

- You will receive performance appraisals with the Department of Homeland Security Performance Management Program.

Work Schedule

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

Pay and Benefits

- You are not eligible for within-grade increases.
- You will earn annual and sick leave.
- You are covered under the Social Security Benefits Act (FICA).
- You are not eligible for retirement coverage, or for Federal life insurance coverage.
- 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

- 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.
- Your appointment may also be terminated for performance or conduct reasons.
- Once you have read this statement, please sign below. Questions about the conditions of your appointment should be referred to the contact person listed above.

STATEMENT OF RECEIPT

This is to acknowledge receipt of the Statement of Conditions for Student Temporary Employment. I understand and accept the conditions of my student temporary appointment as stated above.

(Student Signature)

(Date)

cc: Supervisor