

Student Career Experience Program (SCEP) Working Agreement

between

DHS Component

School

Student

PURPOSE OF THIS AGREEMENT

The Student Career Experience Program (SCEP) is a planned, progressive educational program that provides the integration of a student's academic studies and Federal work experience with the potential of noncompetitive conversion into the Federal career service. The anticipated result of this agreement is that each party will assist the other in the accomplishment of its objectives. For the institution, such objectives are primarily educational in nature. DHS is primarily concerned with utilizing the Student Career Experience Program to meet its short-term and long-term staffing needs, while being fully committed to the development of the student. The student is primarily concerned with directly applying his/her educational background in a work setting to gain on-the-job experience. This agreement provides a basis for developing mutual understanding and respective responsibilities among the student, the educational institution and DHS.

RESPONSIBILITIES IN THIS AGREEMENT

DHS WILL:

1. Designate a staff member to serve as a liaison with the school.
2. Establish a work schedule that will accommodate the school and enable the student to meet the requirements of both the school and DHS for completion of the program.
3. Orient the student to DHS's mission, policies and procedures.
4. Provide quality work assignments related to the student's academic studies.
5. Assign the student to supervisors who will provide on-the-job training, counsel the student regarding his/her performance, conduct appraisals, share progress reports with the educational institution, and complete necessary forms for the institution.
6. Process all personnel actions relating to the student's employment and keep all necessary employment records.
7. Notify the school of any change in the student's status.

THE SCHOOL WILL:

1. Designate a representative to work with the appropriate DHS liaison.
2. Correlate work and study to assure maximum learning to enhance the student's performance.
3. Furnish DHS with requested information about the student's field of study and academic standing in a timely manner.
4. Monitor the student's academic process.
5. Inform DHS of any change in the student's status, including reports on the student's progress and performance, in a timely manner.
6. Provide definition of half-time enrollment, as appropriate, upon signature of this agreement.
7. For home-schooled high school students only: Provide proof that the home-school is accredited or that the curriculum is State-approved.

THE STUDENT WILL:

1. Adhere to the DHS Component's work schedule and the SCEP policies and procedures.
2. Assume personal professional responsibility for actions and activities.
3. Maintain academic, performance and conduct standards set forth by the school and DHS.

4. Provide the DHS Component and school SCEP coordinators with periodic progress reports on the quality of work and study assignments in a timely manner.
5. Work effectively with peers and supervisors.
6. Notify the school and his/her immediate supervisor of changes in status in a timely manner.
7. Provide the immediate supervisor or the Human Resources (HR) Office with documentation of continued enrollment and/or documentation of good academic standing if requested, within 15 business days of request. [Failure to do so will result in the student's termination based on non-eligibility for the student appointment.]

STUDENT'S WORK SCHEDULE

_____ FULL TIME _____ PART-TIME

Expected completion of work requirements (month, year) _____

STUDENT'S ACADEMIC SCHEDULE

_____ FULL TIME _____ PART-TIME
 (Indicate number of course credit hours: _____)

Expected completion of academic requirements (month, year) _____

AGENCY: Attach the objectives of the student's work assignment as well as the anticipated tasks that will be assigned to the student.

CONDITIONS OF STUDENT EMPLOYMENT (SCEP)

1. Student Eligibility – The student must:

- a. Be sixteen (16) years of age.
- b. Be a citizen of the U.S. (or lawfully admitted to the U.S. as a permanent resident or otherwise authorized to be employed under Immigration law, and able to be employed under the appropriations act ban on employment of non-citizens).
- c. Be 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).
- d. Be studying in a field that is closely related to the job for which he/she is being considered.
- e. Maintain good academic standing (at least a "C" average).
- f. Meet the qualification standards as well as (*any*) physical and security requirements for the position.

2. Appointment

The student's appointment is an excepted Schedule B appointment which extends from the initial appointment to a date not to exceed 120 days after completion of the education and study-related work requirements. This appointment may not be extended.

3. Student Work Schedules

- a. Work will be scheduled consistent with the student's academic studies or career goals and be designed to meet minimum study-related work hours (640) required for conversion. Under certain

conditions, and upon approval by DHS, the student may obtain a waiver of up to 320 work hours of the 640 hour minimum service requirement. Consult the servicing DHS HR Office for additional information.

b. The student may work full time or part-time.

c. The student must be taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2 year or 4 year college or university, graduate or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled.

4. Pay and Benefits – The student:

a. Is paid based on his/her education and experience and in accordance with established pay schedules.

b. Is paid for holidays that fall within his/her work schedule and for any authorized overtime.

c. Will earn sick and annual leave at authorized rates, military leave, as appropriate, and will be placed on leave-without-pay during any “break in program” approved by the immediate supervisor.

d. Is eligible for promotion to higher-graded, student trainee positions. Promotion is at the discretion of the immediate supervisor, but the student must meet all qualification requirements, with the exception of time-in-grade.

e. Will be covered by Social Security (FICA), as well as the Federal Employees Retirement System (FERS) if first appointment is after 1/1/84.

f. Is eligible for life insurance and health benefits coverage provided appointment is for at least 1 year and he/she will be in pay status at least one third of the total period of time from date of initial appointment to completion of program.

g. May elect to participate in the Thrift Savings Plan upon appointment although there is a waiting period for the receipt of matching funds.

h. May be assisted with training expenses, if related to official duties, as well as travel and transportation costs between duty station and school, at the discretion of the immediate supervisor.

5. Performance Appraisal

The student will receive performance appraisals in accordance with the DHS Performance Management Program, and is based on at least 320 hours of service under a SCEP appointment. Appraisals may be shared with the school, if requested.

6. Employment Requirements After Completion of the Student Career Experience Program

a. The immediate supervisor may noncompetitively promote and/or convert the student to a career or career-conditional appointment within 120 days after completion of educational requirements and satisfactory completion of 640 hours of study-related work. Under specific circumstances, and upon approval by DHS, the student may be credited with up to 320 hours towards completing the 640 hour minimum service requirement. Consult the servicing DHS HR Office for additional information.

b. Appointments are subject to all requirements and conditions governing term, career, or career-conditional employment, including background investigation and OPM and DHS qualification standards for the targeted position.

c. The student who noncompetitively converts to a term appointment may also be noncompetitively converted to a career or career-conditional appointment before the term appointment expires.

d. The student's requirement must be met before completion of, or concurrently with, the course requirements. The work requirement may not be met by working after completion of course requirements.

e. The student must meet U.S. citizenship and employment of relatives requirements (if applicable) by the date of the conversion.

- f. Conversions must be to an occupation related to the student's academic training and career related work experience.
- g. Although every effort will be made to convert the student into a permanent position in the same occupation in the DHS Component, sometimes it is not administratively feasible to place all DHS Student Career Experience Program students. When not feasible, the Component may recommend noncompetitive conversion in another Federal Agency provided all parties agree that the appointment is in the best interest of the Government.

7. Termination

- a. The student's appointment may be terminated for performance or conduct reasons, and will be terminated for failure to maintain eligibility in the Student Career Experience Program.
- b. The student is covered under Tenure Group 2 for reduction in force (RIF) purposes, and is accorded the same retention rights as excepted service employees. He/she may be eligible for severance pay if separated under RIF.
- c. The student's appointment will be terminated if he/she is not converted within 120 days after satisfactory completion of educational requirements, as he/she has no vested right to remain employed and no mandatory right to be non-competitively converted to the competitive service.

CONDITIONS OF AGREEMENT

The conditions of this agreement are in conformity with Federal regulations. Changes not required by law or regulation will be made only by mutual consent of DHS, the school *named in this agreement*, and the student *named in this agreement*. This agreement becomes effective upon signature of all three parties, and the submission of all required materials as stipulated in this agreement.

Department of Homeland Security (DHS):

Signature/Date

School:

Signature/Date

Student:

Signature/Date