

STUDENT CAREER EXPERIENCE PROGRAM WORKING AGREEMENT

Between the **St. Paul District, Corps of Engineers** and _____
(Educational Institution)

Program Area: _____

This agreement is the basis for developing mutual understanding and respective responsibilities between the U.S. Army Corps of Engineers, St. Paul District and the educational institution identified above in the employment of students in the Student Career Experience Program (SCEP). The SCEP is a planned progressive educational program that provides for the integration of students academic studies and Federal work experience with the potential for noncompetitive conversion in to Federal Career Service. The reverse side of this agreement describes general responsibilities of Federal SCEP participants.

STUDENT ELIGIBILITY

A prospective SCEP student must:

1. Be at least 16 years old;
2. Be a U.S. citizen or be lawfully admitted to the U.S. as a permanent resident or otherwise be authorized to be employed;
3. Meet agency requirements with regard to employment of relatives and
4. Meet security and fitness requirements;
5. Other: _____

PERFORMANCE APPRAISAL

1. Performance appraisals are required for SCEP students consistent with the agency's appraisal system. Results should be shared with the schools.
2. If a student's performance falls below Successful, he/she may be given an opportunity to improve or may be separated from the program
3. Other: _____

SELECTION

An agency may appoint students who:

1. Are enrolled or accepted for enrollment and are taking at least a half time course load;
2. Are recommended by the school;
3. Are in good academic standing; and
4. Meet qualification standards of the position;
5. Other: _____

THE SCEP APPOINTMENT

1. Students are appointed under the authority provided in Schedule B, section 213.3202 (b) of title 5, Code of Federal Regulations.
2. A student's appointment may be terminated at any time for any of the following reasons:
-Resignation
-Change to a curriculum which does not qualify the student for the position.
-Suspension, expulsion or withdrawal from the educational institution.
-Failure to maintain academic standards.
-Physical unfitness for duty
-Inability of the agency for administrative reasons to retain the student in the job.

PAY AND BENEFITS INFORMATION

1. Students are paid in accordance with established pay schedules;
2. Benefits for which students are eligible include:
-Retirement
-Life and Health Insurance
-Vacation, sick and holiday leave
3. Other: _____

EMPLOYMENT AFTER COMPLETION OF SCEP PROGRAM REQUIREMENTS

1. Within 120 calendar days after completion of the course requirements conferring a diploma, certificate, or degree, the student may, at the option of the Agency, be converted to a career or career-conditional appointment within the Agency.
2. Students must have satisfactorily completed at least 640 hours of career-related work before completion of the course requirements.
3. Students must be U.S citizens at the time of conversion.
4. Trainees disqualified from continuing in the SCEP program or not converted must be terminated.

WORK SCHEDULES

1. Work experiences must be planned consistent with the student's academic studies or career goals and be designed to provide a minimum of 640 career related work hours prior to completion of the requirements of graduation
2. Students may work full-time or part time schedules.
3. Work schedule should not interfere with the student's academic schedule
4. Students are expected to be either working, enrolled in classes, or both. A break in the program must be approved by the agency.
5. Other: _____

RESPONSIBILITIES IN THE FEDERAL STUDENT CAREER EXPERIENCE PROGRAM

The Agency's Role

1. Designate a staff member to maintain liaison with the qualifying educational institution;
2. Inform school of work experience opportunities and provide adequate job descriptions promptly;
3. Establish work schedules consistent with the school's academic calendars that enable students to complete the program;
4. Orient the student to the Agency'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 student employment;
7. Provide quality work assignments related to the student's academic studies or career goals where they can learn and be productive. Provide progressive and diversified SCEP experience to prepare students for occupations in which they have interest;
8. Conduct appraisals and counsel students regarding their performance, complete necessary forms, and share progress reports with schools;
9. Notify schools of any changes in a SCEP student's status.

The School's Role

1. Designate a representative to work with the Agency contact;
2. Inform eligible students of SCEP opportunities, identifying potential employers;
3. Refer interested and qualified candidates to Agencies without discrimination, including veterans discharged under honorable conditions;
4. Correlate work and study in a manner that will expand the student's educational development;
5. Furnish the agency with requested information related to student's field of study and academic standing;
6. Monitor academic progress;
7. Inform the Agency of any changes in the student's status, including reports on a student's progress and performance.

The Student's Role

1. Adhere to the Agency's work schedule and SCEP policies and procedures;
2. Assume personal and professional responsibilities for actions and activities;
3. Use a courteous, enthusiastic and professional approach to policies and procedures within the occupation and organization;
4. Meet academic, performance and conduct standards set forth by the school and Agency;
5. Provide the Agency and school SCEP coordinators with periodic progress reports on the quality of work and study assignments;
6. Work effectively with peers and supervisor;
7. Notify the school or Agency of changes in status;
8. If a non-citizen, meet citizenship requirements prior to eligibility for conversion into the Federal career service.

Full consideration will be given to all qualified applicants without regard to race, color, creed, religion, national origin, sex, age, disability, or political or personal favoritism.

For the Educational Institution:

For the Agency:

(Signature) (Date)

(Signature) (Date)

(Title)

(Title)

(Name and address of Educational Institution)

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