

UNITED STATES DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC
ADMINISTRATION
NATIONAL WEATHER SERVICE
STUDENT CAREER EXPERIENCE PROGRAM (SCEP)
AGREEMENT
WITH

(academic institution)

This agreement is the basis for developing mutual understanding and respective responsibilities between the National Oceanic and Atmospheric Administration (NOAA) and a qualifying educational institution in the employment of students for 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 non-competitive conversion into the Federal career service. This agreement is consistent with guidance contained in 5 CFR Part 213.3202, Excepted Service.

A. **Academic Program** (Check appropriate program)

High School

Associate Degree

Undergraduate Certificate

Baccalaureate Degree

Graduate Degree

B. **Student Eligibility**

A prospective SCEP Student must:

1. Be enrolled on at least a half-time basis, and recommended by the school's cooperative education 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. *Maintain a semester grade point average (GPA) at least a 2.5 and a cumulative GPA of at least 2.5;*
7. Meet the qualification standards of the position;
8. Satisfy the work performance standards and scheduling requirements of the Department; and,
9. Be pursuing academic/career goals that are related to the position.

C. **Appointments**

Students receive appointments in the excepted service under the Schedule B Authority, Section 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 educational and 640 hours of study-related work experience requirements.

D. Promotions and Pay Increases

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 reasons:

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. Unsatisfactory performance;
5. Failure to maintain a semester grade point average (GPA) of at least 2.5 and a cumulative GPA of at least 2.5;
6. Medical disability;
7. Administrative reasons (e.g. budget constraints, misconduct, lack of work).

F. Pay and Benefits

Students are paid in accordance with established pay schedules.

Students earn sick and annual leave at rates set by Federal regulations.

Participation of students with less than 5 years of prior civilian service are generally covered by the Federal Employees Retirement System (FERS) (5 CFR Part 842).

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

Payment of travel to and from the job and payment of study costs are not generally applicable to all students and so are not covered by this agreement. When authorized, such payments are subject to Federal regulations.

G. Work Schedules

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 academic course load. Student work schedules should not interfere with their academic schedules. 5 CFR 340.202 permits agencies to allow SCEP employees in tenure group 2 to perform regularly scheduled work from 1 to 15 hours per week.

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

H. **Performance Appraisal**

Performance appraisals are required for participants in the Student Career Experience Program consistent with the Department's Performance Management System.

I. **Employment After Completion of SCEP Requirements**

Within 120 calendar days after completing the educational requirements, the student may be non competitively promoted and/or converted to a career or career-conditional appointment.

To be eligible for conversion, students must have satisfactorily completed at least 640 hours of career-related work before completion of or concurrently with course requirements.

Students disqualified from continuing in the SCEP or 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. **Responsibilities**

1. NOAA

- a. Designate a staff member to maintain liaison with the school;
- b. Inform the school of work experience opportunities and provide adequate job descriptions promptly;
- c. Establish work schedules consistent with the school's academic calendar that enable students to complete the SCEP;
- d. Orient the student to the Department's mission, policies and procedures;
- e. Select appointees referred by schools in accordance with EEO principles;
- f. Process all personnel actions and keep necessary records related to students;
- g. Provide progressive and diversified SCEP experiences to prepare the student for occupations in which they have an interest;
- h. Conduct appraisals and counsel students regarding their performance;
- i. Notify the school of any changes in the student's status.

2. Educational Institution

- a. Designate a representative to work with the employing office's SCEP Coordinator;
- b. Inform eligible students of employment opportunities;
- c. Refer interested and qualified candidates to the employing office without discrimination, including veterans discharged under honorable conditions;
- d. Coordinate work and study in a manner that will expand the student's educational development;
- e. Provide the SCEP Coordinator with all required student application forms;

f. Monitor academic progress and inform the employing office of any changes in the student's status.

3. Students

- a. Adhere to the employing office's work schedule and SCEP policies and procedures;
- b. Assume personal and professional responsibility for actions and activities;
- c. Meet academic, performance, and conduct standards established by the school and the employing office;
- d. Provide the employing office and school SCEP coordinators with periodic progress reports on the quality of work and study assignments;
- e. Notify the school and employing office of changes in their status;

L. Conditions of the Agreement

The conditions of this 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 all parties. It will be in effect indefinitely unless terminated or if one of the following conditions are met:

- a. By mutual consent of both parties;
- b. By either party upon 30 days written notice;
- c. If there have been no students from the institution employed by the agency for a one year period.

If an existing agreement is terminated, a new agreement will be executed when student placement resumes.

M. Approvals

Approving Official Signature

Institution Official Signature

Title

Title

Date

Date

N. Administrative Contacts

Administrative Contact

Institution Contact

Telephone Number

Telephone Number

National Weather Service
Address _____

Address

Address

Address

Address

Address

STUDENT SIGNATURE

NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____