ENVIROMENTAL PROTECTION AGENCY

STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT

between

U.S. Environmental Protection Agency and

Central Washington University

This agreement is the foundation for a Student Career Experience relationship between a Federal agency and qualifying academic institutions. It introduces the Student Career Experience Program, assigns responsibility and defines criteria which determine student eligibility for the program. The Student Career Experience program is the career related component of the Student Educational Employment Program. It was created with the adoption of 5 CFR Parts 213 and 338 which were published 12/16/94. The Student Career Experience Program replaces appointing authorities which, in the past, were used to hire students in the cooperative education program.

STUDENT ELIGIBILITY

A student is eligible for the Student Career Experience program when he/she is:

- at least 16 years old;
- a U.S. citizen or an alien who, as cited in section 606 of the annual U.S. Treasury Appropriations Act, meets one of the following conditions:
  1. is a person in the service of the United States on the date of enactment of this Act who, being eligible for citizenship, has filed a declaration of intention to become a citizen of the United States prior to such date and is actually residing in the United States;
  2. is a person who owes allegiance to the United States;
  3. is an alien from one of the countries authorized in section 606 of the appropriations act;
- a U.S. citizen at the time of noncompetitive conversion to career-conditional appointment;
- in compliance with 5 CFR part 310, Employment of Relatives;
- in compliance with security or fitness requirements.

SELECTION

An agency may appoint a student who:

- is enrolled or accepted for enrollment as a degree seeking student taking at least a half-time course load (school's definition) and is recommended by the school's cooperative education community;
- is in good academic standing (school's definition);
- meets qualification standards of the position for which they are being considered.

PAY

Students appointed under this program are paid in accordance with established pay schedules. Students are entitled to special salary rates applicable for positions for which they are QUALIFIED. Students who have not completed degree requirements, or do not qualify otherwise for occupations where a special salary rate is applicable are not eligible for the special pay rate.
### BENEFITS

Benefits for which students are eligible and may receive include:

- retirement;
- Life and Health insurance;
- annual, sick, and holiday leave;
- tuition assistance (at discretion of management and availability of funds);
- travel and transportation payment (at discretion of management and availability of funds).

### WORK SCHEDULES

- Students may be appointed any time during the year.
- Students may work full-time or part-time schedules.
- The work experience must be planned consistent with the student's career goals and be designed to meet the 640 minimum hours of career related work before completion of or concurrently with course requirements for conversion eligibility.
- Servicing Human Resources Office will use discretion in approving and denying breaks in program.
- Continued eligibility for the program will require the servicing personnel office's approval.

### PERFORMANCE APPRAISAL

- Performance appraisals are required for students consistent with the agency's Performance Management System.
- If a student's performance falls below "Fully Successful," he/she may be given an opportunity to improve or will be separated from the program.

### PROGRAM REQUIREMENTS FOR NONCOMPETITIVE CONVERSION

- Within 120 calendar days after completing educational requirements, the agency may noncompetitively convert a student to a career or career-conditional appointment.
- Students must have completed at least 640 hours of career related work before completion of or concurrently with completion of course requirements.
- Students must meet qualification standards for targeted position to which appointed.
- Conversion must be to an occupation related to academic training and career related work experience.
- Students must meet citizenship requirements by date of conversion.

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

For Educational Institution:

**Signature**

Bruce Porter  
Director of Business Services & Contracts  
8/7/01

Date

For Federal Agency:

**Signature**

Angela Ameen  
Human Resources Officer - EPA Region 10  
8/5/04

Date