

26 September 1995

**DEPARTMENT OF THE ARMY  
Southwestern Division, Corps of Engineers  
Fort Worth, Texas 76102**

**Directorate of Human Resources**

**STANDARD OPERATING  
PROCEDURE NO. 23**

**STUDENT EDUCATIONAL EMPLOYMENT PROGRAM**

- 1. PURPOSE.** This memorandum provides policy and guidance concerning Federal student employment programs. These programs replace the 13 different appointing authorities that have been utilized in the past with two appointing authorities and two simple, flexible programs - Student Temporary Employment Program and Student Career Experience Program.
- 2. APPLICABILITY.** This memorandum is applicable to all employees appointed under the Student Educational Employment Program in the Southwestern Division and serviced activities.
- 3. REFERENCES.** 5 CFR parts 213 and 338.
- 4. POLICY.** Appointments are subject to all laws and policies governing equal employment opportunity. Students will receive consideration for employment without regard to race, creed, religion, national origin, sex, age, disability, or personal favoritism.
- 5. OBJECTIVE.** The two components of the Student Educational Employment Program recognize two distinct needs of students: a need for flexible, temporary employment to enable them to earn a salary while continuing their studies (Student Temporary Employment Program) and a need for career related employment which enriches students' academic experience and offers them valuable work experience in their career field (Student Career Experience Program).
- 6. APPOINTING AUTHORITY.** Appointing authority for each program is the same regardless of the educational program being pursued. Students may be appointed to these programs if they are pursuing any of the following educational programs.

1. High School Diploma or General Equivalency Diploma (GED);
2. Vocational/Technical Certificate;
3. Associate Degree;
4. Baccalaureate Degree;
5. Graduate Degree;
6. Professional Degree.

This SOP supersedes any regulations, memorandums, policy letters or guidance previously issued by USACE, Southwestern Division or any District within the Southwestern Division pertaining to student employment program.

## 7. REQUIREMENTS FOR BOTH PROGRAMS.

a. *Student.* One definition of "student" will be used for both programs. Student is an individual who is enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student and is 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.

b. *Half-time.* The definition of half-time is the definition provided by the school in which the student is enrolled (usually 6 semester hours). An individual who needs to complete less than the equivalent of half an academic/vocational/or technical course load in the class enrollment period immediately prior to graduating is still considered a student for purposes of this program.

c. *Schedules.* Both components of the program are year-round programs and appointments may be made at any time during the year, including summer. By regulation, there are no limitations on the number of hours a student can work per week. However, management may limit work hours.

d. *Breaks in Program.* It is expected that students accepted into the Student program will at all times either be working at the agency, enrolled in classes or both. However, agencies may use their discretion in either approving or denying a break. A "break in program" is defined as a period of time when a program participant is neither attending classes nor working at the agency. When a "break in program" is approved, the student will be placed on leave without pay and the supervisor will not be able to fill behind the student while the student is on leave without pay.

e. *Financial need.* There is no requirement for students to meet any specific economic/income criteria to be eligible for either component of the student employment program.

f. *Employment of relatives.* A student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control any aspects of the student's employment within the agency.

g. *Citizenship.* Agencies may appoint non-citizens to either of the Student Education Employment Programs provided the student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed. However, all students in the Student Career Experience Program **must** be U.S. citizens at the time they are non-competitively converted to a career-conditional appointment.

h. *Age.* Students must be at least 16 years of age.

**8. STUDENT TEMPORARY EMPLOYMENT PROGRAM. (Formerly known as the Stay-In-School Program)** The Student Temporary Employment Program provides maximum flexibility to both the student and the agency.

a. *Appointing authority.* Students are appointed in the excepted service under Schedule B, 213.3202(a). This is the appointment authority regardless of the academic program being pursued.

b. *Appointments.* Students are appointed to positions not to exceed I year. Appointments under this authority may be extended in 1-year increments as long as the individual meets the definition of a student. Letters from schools verifying enrollment are mandatory at the beginning of the fall and spring semesters, quarters or sessions as appropriate. Agencies may establish minimum academic requirements and on the job performance requirements for continuation in the program.

c. *Duties.* The nature of the duties does not have to be related to the student's academic/career goal.

d. *Conversion.* Students are **not** eligible for non-competitive conversion to career or career-conditional appointments.

1. *Conversion to Student Career Experience Program.* Students may be non-competitively converted to the Student Career Experience Program whenever they meet the requirements of that program and the agency has an appropriate position available.

2. *Work experience* related to the student's academic program and career goals, gained while under the Student Temporary Employment Program, may be credited towards the 640 hour work experience necessary for non-competitive conversion to a career or career-conditional appointment if converted to the Student Career Experience Program.

e. *Qualifications.* Students under this program may be evaluated either by agency developed standards or by the OPM qualification requirements for the position to which appointed.

f. *Benefits.* Eligible for annual and sick leave.

**9. STUDENT CAREER EXPERIENCE PROGRAM. (Formally known as the CO-OP Program)** This program provides experience that is directly related to the student's educational program and career goals.

a. *Appointing Authority.* Students shall be appointed under Schedule B, 213.3202(b). This is the appointment authority regardless of the academic program being pursued.

b. *Appointments.* Appointments are subject to all requirements and conditions governing career or career-conditional employment, including investigation to establish an appointee's qualifications and suitability.

c. *Conversion.* Participants who have met all the requirements of the program may be non-competitively converted to a career or career-conditional appointment under Executive Order 12015 when students have:

1. Completed, within the preceding 120 days, at an accredited school, course requirements conferring a diploma, certificate, or degree;
2. Completed at least 640 hours of career-related work before completion of, or concurrently with, the course requirements;
3. Been recommended by the employing agency in which the career-related work was performed; and
4. Met the qualification standards for the targeted position to which the student is appointed.
5. Must be a U.S. citizen.

d. *Written Agreement.* This program is a formally structured program and requires a written agreement by all parties as to the: (Must be signed by the student, supervisor and Commander, and maintained in the Human Resources Office.)

1. Nature of work assignments;
2. Schedule of work assignments and class attendance;
3. Evaluation procedures;
4. Requirements for continuation and successful completion of the program.

e. *Work Schedule.* Agencies, participating educational institutions and students should agree on a formally-arranged schedule of school and work.

f. *Training Plans.* Immediately after entrance on duty, the supervisor must develop a training plan for the student trainee. The plan must be signed by the student and supervisor and forwarded to the Human Resources Office.

g. *Classification.* Students appointed under this component will be classified as student trainees, to the -99 series of the appropriate occupational group.

h. *Qualifications.* Students may be evaluated either by agency developed standards or by the OPM qualification requirements for the target position.

i. *Promotions.* Student trainees employed in the Student Career Experience Program may be promoted to higher-graded trainee positions based on their Federal Government student trainee work experience, as follows:

<b>Grade</b>	<b>Education</b>	<b>Student Trainee Work Experience</b>
<b>GS-1 (entry level)</b>	<b>Enrollment in a High School Diploma Program</b>	N/A
<b>GS-2</b>	<b>Continued study in a high school education program and;</b>	<b>one period of student trainee work experience</b>
<b>GS-3</b>	<b>Completion of one full semester or the equivalent of post-high school study and;</b>	<b>one period of student trainee work experience</b>
<b>GS-4</b>	<b>Completion of 1 academic year of study and;</b>	<b>two periods of student trainee work experience</b>
	<b>or, Completion of 1 2 years of academic study and;</b>	<b>one period of student trainee work experience</b>
<b>GS-5</b>	<b>Completion of 3 academic years of study leading to a bachelor ' s or higher degree and;</b>	<b>one period of GS -4 student trainee work experience</b>
	<b>or, Completion of 2 2 years academic years of study leading to a bachelor ' s or higher degree and;</b>	<b>6 months (at least 960 hours) of GS -4 student trainee work experience</b>
<b>GS-6 (1 grade interval pattern)</b>	<b>Completion of 4 academic years of study (or all the requirements) for a bachelor ' s or higher degree and;</b>	<b>completion of one period of GS -5 student trainee work experience</b>
<b>GS-7 (2 grade interval pattern)</b>	<b>Completion of 4 academic years of study (or all the requirements) for a bachelor ' s or higher degree and;</b>	<b>one period of GS -5 student trainee work experience</b>
	<b>or, Completion of 4 academic years of pre-professional study and;</b>	<b>completion of one period of GS -5 student trainee work experience</b>
<b>GS-9</b>	<b>Completion of 1 full year of graduate level study and;</b>	<b>completion of one period of GS -7 student trainee work experience</b>
	<b>or, Completion of 5 academic years of pre-professional study and;</b>	<b>completion of one period of GS -7 student trainee work experience</b>
<b>GS-11</b>	<b>Completion of 2 full years of graduate level study and;</b>	<b>completion of one period of GS -9 student trainee work experience</b>

A period of student trainee work experience is the equivalent of 2 months (320 hours of work experience).

An academic year of undergraduate education is defined as 30 semester hours, 45 quarter hours, or the equivalent in an accredited college or university.

j. *Work Experience.* Work experience with the agency must be related to the student's academic/career goals.

k. *Benefits.*

1. Annual and sick leave;
2. Covered by the Federal Employees Retirement System (FERS);
3. Entitled to life insurance and health benefits coverage.

1. *Tuition Assistance.*

1. Agencies may use their training authority in 5 U. S.C. Chapter 41 and 5 CFR part 410 to pay all or part of the students training expenses.

m. *Retention in Program.* A student's appointment may be terminated at any time for any of the following reasons:

1. Resignation;
2. Change to a curriculum which will not qualify him/her for the position;
3. Suspension, expulsion, or withdrawal from the educational institution;
4. Unsatisfactory work performance;
5. Physical unfitness for duty.
6. Inability of agency for administrative reasons to retain a student in the job.

**10. RESPONSIBILITIES. (APPLIES TO BOTH PROGRAMS)**

a. Human Resources Office:

- (1) Assign a coordinator to work with the school in administering the program.
- (2) Keep the school informed of work experience opportunities.
- (3) Coordinate the selection of appointees by supervisors from among candidates referred by the school.
- (4) Handle personnel processing related to the employment of students.

b. Student:

(1) Upon selection for the program, coordinate with school officials in preparing a work/school schedule to be followed during the tenure of employment from entry into the program until graduation. (Student Career Experience Program Only)

(2) Advise school officials, supervisors and the Human Resources Office concerning any changes required in the work/school schedule or other changes that might affect the employee's status in the program. (Applies to both programs)

(3) Coordinate with the school and supervisor in obtaining grade reports (transcripts) from the school and progress evaluations from the supervisor. (Applies to both programs.)

(4) College students must submit transcripts to Human Resources at the end of each school semester. (Applies to both programs)

c. Supervisor:

(1) Select students to participate in these programs from among those recruited from schools and the Human Resources Office.

(2) Prepare progress evaluations on the students at the completion of each work period.

(3) Develop training plans for student trainees.

(4) Ensure that students maintain eligibility for these programs by counseling and coordinating with the student periodically on their status in school and ensuring that students submit copies of transcripts to the Human Resources Office on the completion of each school semester.

(CESWD-HR-R)

FOR THE COMMANDER:

/S/

**JERRY SOSEBEE**  
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