

	<b>STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)</b>	<b>STUDENT CAREER EXPERIENCE PROGRAM (SCEP)</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Provides employment for students to earn income while continuing education</li> </ul>	<ul style="list-style-type: none"> <li>Academic program designed to provide work experience which <b>MUST</b> be related to the student employee's academic/career goals</li> </ul>
<b>Appointments Authority</b>	<ul style="list-style-type: none"> <li>5 CFR 213.3202 (a)</li> <li>Schedule B</li> </ul>	<ul style="list-style-type: none"> <li>5 CFR 213.3202 (b)</li> <li>Schedule B</li> </ul>
<b>Recruitment Sources</b>	<ul style="list-style-type: none"> <li>High School</li> <li>Technical/Vocational schools</li> <li>2 or 4 year Colleges or Universities, Graduate or Professional schools</li> </ul>	<ul style="list-style-type: none"> <li>High School</li> <li>Technical/Vocational schools</li> <li>2 or 4 year Colleges or Universities, Graduate or Professional schools</li> </ul>
<b>Employment Restriction Programs</b>	<ul style="list-style-type: none"> <li>STEP Employees excepted</li> </ul>	<ul style="list-style-type: none"> <li>SCEP Employees excepted</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Students pursuing high school diploma; vocational/technical certificate; associate, baccalaureate, graduate, or professional degree</li> <li>Taking at least a half-time academic/vocational/or technical course load in an accredited school</li> <li>In a good academic standing</li> <li>At least 16 years old</li> <li>U.S. Citizen</li> </ul>	<ul style="list-style-type: none"> <li>Students pursuing high school diploma; vocational/technical certificate; associate, baccalaureate, graduate, or professional degree</li> <li>Taking at least a half-time academic/vocational/or technical course load in an accredited school</li> <li>In a good academic standing</li> <li>At least 16 years old</li> <li>U.S. Citizen</li> </ul>
<b>Pay Level</b>	<ul style="list-style-type: none"> <li>General Schedule or Wage Grade</li> </ul>	<ul style="list-style-type: none"> <li>General Schedule or Wage Grade</li> </ul>
<b>Appointment Duration</b>	<ul style="list-style-type: none"> <li>Not-to-Exceed 1 year and may be extended in 1 year increments as long as student eligibility is met</li> <li>Year-round programs and appointments may be made at any time during the year, including summer</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 640 hours of career-related work</li> <li>Year-round programs and appointments may be made at any time during the year, including summer</li> </ul>
<b>Work Schedule</b>	<ul style="list-style-type: none"> <li>Full-time or Part-time</li> <li>Parallel work/study periods</li> </ul>	<ul style="list-style-type: none"> <li>Full-time or Part-time</li> <li>Parallel work/study periods</li> <li>Alternating periods of work/study</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>Annual and sick leave</li> <li>WG employees only eligible for Within Grade Increases</li> </ul>	<ul style="list-style-type: none"> <li>Annual and sick leave</li> <li>Within Grade Increases</li> <li>Retirement</li> <li>Health/Life Insurance</li> </ul>
<b>Conversion Eligibility</b>	<ul style="list-style-type: none"> <li>May be converted to SCEP if purpose, eligibility, and 640 hours criteria can be met.</li> <li>Must compete from a competitive OPM or DEU Register</li> <li>Noncompetitive conversions may be made for students who are eligible under such authorities such as: VRA, 30% or more compensable veteran, reinstatement eligibles</li> </ul>	<ul style="list-style-type: none"> <li>Allows for non-competitive conversion within 120 days of successful completion of education program and work hours</li> <li>May be converted to term or permanent position related to field of study</li> </ul>
<b>Application Requirements</b>	<ul style="list-style-type: none"> <li>Optional Application for Federal Employment (OF 612); resume, or other written application format</li> <li>OF 306, Declaration for Federal Employment</li> <li>Copy of high school or college transcript</li> <li>Certificate from the school that student is taking at least a half-time course load AND that the student is in good academic standing</li> </ul>	<ul style="list-style-type: none"> <li>Optional Application for Federal Employment (OF 612); resume, or other written application format</li> <li>OF 306, Declaration for Federal Employment</li> <li>Copy of high school or college transcript</li> <li>Certificate from the school that student is taking at least a half-time course load AND that the student is in good academic standings</li> <li>Written agreement by all parties</li> </ul>

	TEMPORARY APPOINTMENTS	TERM APPOINTMENTS
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Fill short term position that is not expected to last more than one year</li> <li>• Meet an employment need that is scheduled to be terminated within one or two years for reasons such as reorganizations, abolishment, or the completion of a specific project or peak workload</li> <li>• Fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules</li> </ul>	<ul style="list-style-type: none"> <li>• Term appointments are appointments made for more than one year but not more than four years to positions where the need for an employee's service is not permanent; such as project work, extraordinary workload, uncertainty of future funding</li> </ul>
<b>Appointment Authority</b>	<ul style="list-style-type: none"> <li>• 5 CFR 316, Subpart D</li> </ul>	<ul style="list-style-type: none"> <li>• 5 CFR 316, Subpart D</li> </ul>
<b>Recruitment Sources</b>	<ul style="list-style-type: none"> <li>• Competitive Procedures: i.e Agency Job Announcement (outside the register)</li> <li>• Various noncompetitive appointment authorities i.e. individuals eligible for reinstatement, Veterans Readjustment Appointments (VRA), 30% compensable veterans appointments, reappointment on the basis of not having served the maximum time allowed under a former temporary appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Competitive Procedures: i.e. Delegated Examining Unit (DEU) Announcement or Office of Personnel Management (OPM) Certificate</li> <li>• Various noncompetitive appointment authorities i.e. individuals eligible for reinstatement, veterans readjustment appointments (VRA), 30% compensable veterans appointments, reappointment on the basis of not having served the maximum time allowed under a former temporary appointment</li> </ul>
<b>Appointment Notables</b>	<ul style="list-style-type: none"> <li>• Employees do not serve a trial or probationary period</li> <li>• They are not competing employees under a reduction in force</li> <li>• May be terminated at any time upon written notice from management and with coordination with HRO</li> </ul>	<ul style="list-style-type: none"> <li>• Must serve one year trial period</li> <li>• Covered by RIF procedures as tenure group III</li> <li>• RIF procedures do not apply when term employees are separated on their appointment expiration dates</li> </ul>
<b>Employment Restriction Programs</b>	Position is subject to the employment restrictions of: <ul style="list-style-type: none"> <li>• Reemployment Priority List Program</li> <li>• Interagency Assistance Program</li> <li>• DOD Priority Placement Program (rehires one day clearance)</li> </ul>	Position is subject to the employment restrictions of: <ul style="list-style-type: none"> <li>• Reemployment Priority List Program</li> <li>• Interagency Assistance Program</li> <li>• DOD Priority Placement Program</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Based on OPM qualifications, grade and series of position</li> </ul>	<ul style="list-style-type: none"> <li>• Based on OPM qualifications, grade and series of position</li> </ul>
<b>Pay Level</b>	<ul style="list-style-type: none"> <li>• General Schedule</li> <li>• Wage Grade</li> </ul>	<ul style="list-style-type: none"> <li>• General Schedule</li> <li>• Wage Grade</li> </ul>
<b>Appointment Duration</b>	<ul style="list-style-type: none"> <li>• NTE one year (which may be extended up to a maximum of one additional year)</li> <li>• Intermittent or seasonal work may be extended indefinitely if extensions are made in increments of one year or less and the employment totals less than six months (1,040 hours) in a service year</li> </ul>	<ul style="list-style-type: none"> <li>• Term appointments may be made as long as the appointment is for more than one year (13 months) and no more than four years.</li> <li>• OPM may authorize extending an employee in a term appointment beyond four years when the extension is clearly justified. In some cases a permanent appointment may be more appropriate</li> </ul>
<b>Work Schedule</b>	<ul style="list-style-type: none"> <li>• Full-time or Part-time</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time or Part-time</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Annual and sick leave</li> <li>• WG employees only eligible for Within Grade Increases</li> </ul>	<ul style="list-style-type: none"> <li>• Annual and sick leave</li> <li>• GS and WG employees are eligible for within grade increases</li> <li>• Health Benefits</li> <li>• Life Insurance</li> <li>• Retirement</li> </ul>

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