

**UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, Oregon 97208**

Student Career Experience Program (SCEP) Agreement

Student Participant Name: _____

Agreement Created: _____

*SCEP Initial Position: _____

**SCEP Target Position: _____

***Permanent Full Performance Level: _____

(This is subject to availability of position placement and is not a guarantee.)

**SCEP Initial Position: The student trainee position and grade at which the student was hired.*

*** SCEP Target Position: The highest student trainee position and grade a student can achieve prior to conversion.*

****Permanent Full Performance Level: The highest grade a converted student trainee (upon successful completion of the Student Career Employment Program) can non-competitively achieve within the assigned permanent position to which he/she is converted.*

Supervisor: _____

Mentor: _____

School: _____

Program: _____

Major(s): _____

Nature of Work Assignments:

Performs training assignments in the occupation of _____

Assignments are designed to meet the requirements of the **Target Level**, which may lead to a career appointment at a **Full Performance Level** determined by the organization.

Schedule of Work Assignments and Class Attendance:

- Work assignments will support the Bureau of Land Management's (BLM) mission, goals, and objectives.
- The work schedule may be modified to accommodate school schedules.
- The agency supervisor will provide the student participant a written schedule of tasks for periods of employment.
- The student participant and supervisor will ensure that work responsibilities do not interfere with academic performance.

Evaluation Procedure:

The SCEP participant's work performance will be evaluated during regular performance monitoring sessions and through evaluation procedures required by the Department of the Interior's Performance Management System, as well as at the end of new assignments. The student must be rated *Results Achieved* or *Satisfactory* in order to continue in the program.

Requirements for Continuation in Program:

The student participant must maintain at least half-time enrollment status as defined by the academic institution to continue as a SCEP participant. It is the student's responsibility to be sure he/she understands the academic institution's definition of half-time status. The student must provide a written class schedule at the beginning of each academic term and a grade report at the end of each academic term to the supervisor and the SCEP Coordinator. The student must receive an overall average of "C" or better to continue in the SCEP program. Students not receiving a "C" will be placed on academic probation and given a semester/quarter/term to return the grade point average (GPA) to a 2.5 or better. If the student still fails to meet the GPA requirement, he/she will be terminated as a SCEP participant.

Tuition Assistance and Repayment:

The Oregon/Washington (OR/WA) BLM may provide tuition assistance for SCEP participants in accordance with the following:

- All grade levels are eligible for assistance, but the assistance is not guaranteed. Tuition assistance will be disbursed by semester or on a quarterly basis, depending on the student's enrollment. For SCEP participants on a semester schedule, tuition assistance will cover spring, summer, and fall semester expenses. For SCEP participants on a quarterly schedule, tuition expenses will cover allowed expenses during the same time frame within the fiscal year October 1 to September 30.
- Tuition assistance will be granted for paid expenses directly related to employment over and above grants, scholarships, and any other private or public assistance. Any expense claimed must be substantiated by an original receipt. Washington Office tuition assistance covers tuition costs, general university fees, and the required lab fees only and does not pay for books, supplies, parking fees, health fees, or academic fees or benefits. The Oregon State Office tuition assistance covers only the following (any unspecified expenses are excluded):
 1. Tuition and matriculation fees
 2. Materials and supplies
 3. Library and laboratory services
 4. Purchase and rental of books

In return for tuition assistance, the student participant agrees to continue employment with the agency for one month for every month of tuition assistance received. If a student fails to continue his/her education, refuses an offer of permanent employment upon graduation, or voluntarily leaves the agency before completing the period of obligated service; the student may be asked to reimburse the Federal government for the tuition fees paid for educational expenses.

Any amount due to the agency as a result of failure on the student's part to complete the entered into SCEP Agreement may be withheld from any monies owed to the student by the Federal government or may be recovered by such other methods approved by law.

_____ I **wish / do not wish** to receive tuition assistance (circle choice & initial).

Housing Assistance Incentive:

The OR/WA BLM may provide housing assistance for SCEP participants in accordance with the following:

- **Maximum Housing Assistance Incentive Payments:** Participants may receive up to \$500.00 per month to assist with paying housing expenses and no more than \$1,500 per year regardless of their work periods. Housing assistance is not considered a participant entitlement but rather an incentive used by the OR/WA BLM to recruit and retain quality SCEP candidates.
- **Securing Housing and Assistance Incentive Payment Process:** Supervisors and/or authorizing officials should provide participants with assistance in locating and obtaining temporary housing prior to arrival for duty when government housing is not available and the participant does not have a residence in the local commuting area. Supervisors and/or authorizing officials will ensure that the temporary housing secured is not the residence of a BLM employee, supervisor, and/or manager. This prohibition is intended to ensure that the renter/landlord relationship is not perceived to be an unfair market advantage for Federal employees or establish a business relationship between employees with potential ethical complications in the workplace.

In return for housing assistance, the student participant agrees to accept full responsibility for any additional costs incurred such as utilities, and any other expenses associated with the rental of such housing, including damage and cleaning and those terms and conditions as outlined in the rental/lease agreement. Student participants are responsible for paying their portion of the rent payment to their landlord and submitting receipts, rental agreements, and other documentation to their supervisor of record. The student participant receives and signs all leases and/or rental agreements with the landlord of record prior to or upon arrival and fully accepts all responsibility for the occupancy of such housing. The final decision regarding securing of the housing is solely the responsibility of the SCEP participant.

_____ I **wish / do not wish** to receive housing assistance (circle choice & initial).

Break In Program:

A break in program is allowed and defined as a period of time when a SCEP participant is

working but is unable to go to school or neither attending classes nor working at the agency. Agencies may use discretion in either approving or denying a break in program. Breaks in program MUST be coordinated with the SCEP Coordinator to ensure compliance with the intent of this provision.

Program Separation:

Students in the excepted service, regardless of how long they have worked for the agency, generally have no procedural or appeal rights if separated for poor performance, failure to meet program requirements, or conduct. There are however, two exceptions to this general rule:

(1) Students who are preference eligible employees who have completed one year of current continuous service in the same or similar positions are entitled to the procedure rights required by Title 5, CFR Part 432 (unacceptable performance/failure to meet program requirements) or Title 5, CFR Part 752 (misconduct). In addition, students have the right to appeal to the Merit Systems Protection Board.

(2) Students who are non-preference eligible students who have completed one year of current continuous employment in the same or similar positions are entitled to the procedural rights, but not to the appeal rights of Title 5, CFR Part 432.

The SCEP Agreement does not in any way commit the agency to continue student employment. If for any reason (other than misconduct or performance) the agency terminates the appointment, it will waive the student obligation for payment of monies expended under the SCEP Agreement.

Requirements for Conversion:

The student must complete a minimum of 640 work hours prior to graduation.

Conversion to competitive status is not guaranteed. Although the agency plans to convert the student participant, the ability for conversion will be based on a number of factors, including funding, work-months, mission needs at that particular time, and successful completion of the below indicated degree/major.

_____ by _____
(Degree) (Major) (Date)

If converted, it is anticipated that the student participant will be converted to the position of _____ with a full performance level of _____.

Upon conversion, the student may be placed in any BLM geographical area, though all efforts will be made to keep the student in the OR/WA jurisdiction.

Signatures of Agreement:

All signatures are required for this to be a valid student-agency agreement. If possible, original signatures are preferred.

Student

Date

BLM Supervisor

Date

BLM Mentor

Date

Educational Institution Representative

Date

SCEP Coordinator/BLM Representative

Date