Student's Name _____

STUDENT EDUCATIONAL PROGRAM AGREEMENT

Natural Resources Conservation Service _____ Between _____
(Federal Agency) (Educational Institution)

This agreement is the basis for developing mutual understanding and respective responsibilities between a Federal agency and qualifying educational institution in the employment of students. The Student Career Experience Program 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 conversion into a Federal career service. It is consistent with guidance contained in 5 CFR §213 and 338.

A. Student Eligibility

A prospective student must:

(1) Be at least 16 years old; (2) Be a U.S. citizen or national (permanent resident, in absence of qualified citizen); (3) Meet the agency's policy on nepotism; (4) Meet security or fitness requirements; and (5) Have a valid State driver's license.

B. Selection

An agency may appoint students who:

(1) Are enrolled in an accredited university; (2) Are in good academic standing; and (3) Meet OPM qualification standards of the position (See Attached.)

A student is appointed on a Schedule B 23.3202 appointment which may not extend beyond 120 calendar days after satisfactory completion of educational and study-related work requirements.

C. Pay and Benefits Information

1. **Students are paid in accordance with established pay schedule**
2. **Benefits for which students MAY be eligible include (depending on # hours worked within service year):**

--Retirement **--Thrift Savings Plan**
--Annual and Sick Leave **--Travel and Transportation Payment**

D. Work Schedules

Work Schedules may be: - Full-Time - Part-Time - Combination of both

This program is year-round and appointments may be made at any time during the year. There are no limitations on the number of hours a student can work (640 minimum) but the work schedule should not interfere with their academic studies. Participants are expected to work full-time during summer vacation periods each summer until graduation to prepare for a permanent position with our agency.

E. Evaluation Procedures

1. **Performance evaluations are required for students consistent with the agency's requirements.**
2. **If a student's performance is not satisfactory, he/she may be separated from the program.**

F. Employment After Completion of Program

1. **Within 120 calendar days after completing educational requirements, the employing agency may non-competitively promote and convert a student to a career-conditional appointment.**
2. **Students must satisfactorily complete study-related work hour requirements of the Student Educational Employment Program which is a minimum of 640 work hours.**
3. **Students must meet citizenship and employment requirements by the date of conversion.**
4. **Students disqualified from continuing in the Student Educational Employment Program or those not converted, may resign in lieu of appointment termination by the agency.**

Full consideration will be given to all qualified applicants without regard to race, color, religion, national origin, sex, age, disability, political, marital, familial status, parential status, sexual orientation, genetic information, or repraisal..

Student's Signature: _____ **Date:** _____

Education Institution: _____

Title: _____ **Signature:** _____ **Date:** _____

---Return form to USDA-NRCS, 101 South Main, Temple, TX 76501 for Agency Certification---

Federal Agency: USDA-Natural Resources Conservation Serivce (NRCS)

Title: State Conservationist **Signature:** _____ **DATE:** _____

HR Use only: ____Agreement ____Qual Standard

INSTRTUCTIONS ON COMPLETING THIS AGREEMENT

Review, sign and date by Student and Head of Department at the university attending. Return the signed form to USDA-Natural Resources Conservation Service,Attn: Human Resources,101 South Main, Temple, TX 76501. A copy of the completed agreement will be forwarded to the university by our office once approved by our State Conservationist. Ensure a current mailing address for the university is provided.