For further information contact the REE Human Resources Division/ Policy Branch on 301-504-1434 or send e-mail to SDIXON@ars.usda.gov

Government wide student vacancy information can be found of the OPM web site: www.studentjobs.gov

USDA
Research, Education, & Economics
Human Resources Division
Policy Branch
5601 Sunnyside Avenue
Beltsville, Maryland 20705-5103
Phone: 301-504-1434
E-mail: SDIXON@ars.usda.gov

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USDA

Research, Education, and Economics

(REE)

Student Temporary Employment Program (STEP)

Managers Information

What is STEP? STEP employs students on a temporary, part-time basis during the school year and/or in the summer.

Participant's Requirements

* Appointee must be at least a half-time (using the school definition) student at an accredited high school, technical or vocational school, 2 or 4 year college, university, graduate, or professional school.

* Grades are based on education completed and/or experience. Must be at least 16 years of age.

* There is no financial need, no income criteria, or written test.

* Lawfully admitted resident aliens from approved countries may be employed.

Benefits of Using the Program

* The program should be used for positions that provide meaningful work experience.

* Appointee may work full-time or part-time (not to interfere with academic schedule) and appointment may be made at any time during the year.

The Supervisor's Responsibilities

* Transcripts are to be collected by the manager each semester in order to verify program requirements. If student no longer meets requirements (no longer in student status) of program, he/she must be separated from service.

* A mentor should be assigned to the student to monitor progress.

Appointments

* Students are given temporary appointments not to exceed 1 year or for any shorter period of time.

* There are no restrictions on the number of times this authority may be used to fill a position, the number of times a student may be appointed, or the number of days worked in a year. The STEP program is particularly appropriate for meeting seasonal employment needs.

Conversions/Promotions

* Students are eligible for conversion to a Student Career Experience Program (SCEP) appointment, provided the students are placed in positions related to their field of study and an agreement is executed with the school. STEP employees are **not** eligible for non-competitive conversion to permanent or term appointments (unless the student is first converted to a SCEP appointment and subsequently converted).

* Students are eligible for conversion to a higher grade after meeting qualifications.

Benefits to the Student

* Health and Life Insurance (after one year – at full cost to student).

* Students earn sick leave and those with appointments lasting 90 days or more earn annual leave.

Documentation

* SF-52, "Request for Personnel Action, indicating STEP appointment "not to exceed" date.

* Student's resume, CV, or OF-612, "Optional Application for Federal Employment."

* Form OF-306, "Declaration for Federal Employment."

* Work permit (if student is a minor and permit is required by State or local law).

* Evidence that student is enrolled at least half-time at an accredited institution.

* Form AD-332, "Position Description Cover Sheet" and a Position Description.

* Agreement of Understanding signed by the student (see P&P 413.8 for sample).

Terminations

* If employees cease to be students or otherwise fail to meet program requirements, (performance, conduct, etc.) separation will be processed without delay (in most cases, the end of the pay period or no later than the next pay period.