



DEPARTMENT OF THE NAVY

HUMAN RESOURCES OFFICE

368 SOUTH AVENUE

PENSACOLA FLORIDA 32508-5124

HROPNCLAINST 12308.3

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HRO PENSACOLA INSTRUCTION 12308.3

Subj: STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

Ref: (a) 5 CFR 213.3202(a)

1. Purpose. To establish policy and procedures for the Student Temporary Employment Program (STEP). The STEP is a component of the Student Educational Employment Program which provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students.

2. Background. The STEP provides maximum flexibility and benefit to both students and managers alike since the nature of the work does not have to be related to the student's academic program or career goals. It provides students the opportunity to earn a salary while continuing their education and maintaining year round employment with flexible work schedules.

3. Objectives. The primary objectives of the STEP are to:

- a. Attract and recruit quality students to meet staffing needs;
- b. Assist students in applying classroom theory to practical work experience;
- c. Introduce new educational methods, concepts, and technologies into the Federal workforce;
- d. Build stronger relationships between students, educators, and Federal employers;
and
- e. Assist students in meeting financial obligations by earning while learning.

4. Definitions

The definition of 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. The definition of half-time is the definition provided by the school in which the student is enrolled. An individual who needs to complete less than the equivalent of half an

02 DEC 2002
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.

b. Work Schedules. Students may work full-time or part-time schedules throughout the year. There is no limitation on the number of hours a student may work per week; however, the student's work schedule must not interfere with the academic schedule.

c. Break-in-Program. A period of time when a program participant is working but is unable to go to school, or is neither working nor attending classes. Commands may use their discretion in approving or denying a break-in-program. While in a non-working status, program participants are placed on Leave Without Pay (LWOP).

d. STEP Manager. The Human Resources Office Pensacola (HROP) STEP Manager is the individual responsible for providing serviced activities with the interpretation or clarification of concepts, practices, instructions, and regulations governing STEP administration.

e. Appointment Authority. Students under this program are appointed to a position not-to-exceed (NTE) one year in the excepted service under 5 CFR, Sch B, 213.3202(a). Appointments may be extended in one year or less increments as long as the individual continues to meet the definition of a student.

f. Work Experience. The work experience obtained from employment at the activity does not have to be related to the student's academic or career goals, but should provide a positive and meaningful Federal work experience.

g. Qualifications Requirements. Students under this program must meet the minimum requirements described in the Office of Personnel Management (OPM) Qualification Standards Operating Manual.

h. Position Classification. Classification of students appointed under this program is based on the occupational series for which they are hired. Grade level is to be set according to the criteria in the appropriate GS or WG classification standard.

i. Promotion. Promotion of a student participating in this program will be processed as a conversion to excepted appointment, citing the same authority used for the original appointment and maintaining the original NTE date. OPM Qualification Standards will be used in evaluating eligibility for promotion.

j. Separation. Students, in these excepted service programs, regardless of how long they have worked for the agency, generally have no procedural or appeal rights if separated for poor performance or conduct. There are however, two exceptions to this general rule. First, students who are preference eligible employees who have completed one year of current continuous service in the same or similar position(s) are entitled to the

02 DEC 2002

procedural rights required by part 432 (unacceptable performance) or part 752 (misconduct) of title 5, CFR. In addition, they have the right to appeal to the Merit Systems Protection Board. Second, nonpreference eligible students who have completed one year of current continuous employment in the same or similar position(s) are entitled to the *procedural rights, but not the appeal rights* of part 432. Students who have completed the requirements for a certificate/degree are no longer eligible for the program and must be terminated, even if their appointment NTE date has not been reached.

k. Employment of Relatives. A student may only work in the same activity with a relative when there is no direct reporting relationship and the relative is not in a position to influence or control the student's appointment, employment, promotion, or advancement within the activity.

5. Program Administration and Responsibilities

a. Command STEP point-of-contact (POC) or cognizant management official will:

(1) Promote, implement, and administer the STEP effort by coordinating with the HROP STEP Manager;

(2) Coordinate with the HROP STEP Manager to interview students for vacant positions;

(3) Develop and/or update official student trainee position description;

(4) Determine appropriate work schedule;

(5) Provide quality work assignments; and

(6) Notify the HROP STEP Manager of any changes in student status.

b. HROP STEP Manager will:

(1) Provide commands with the interpretation or clarification of concepts, practices, instructions, and regulations applicable to STEP administration;

(2) Ensure all aspects of the program administration adhere to Navy and Federal regulations by maintaining a close liaison with appropriate departments of HROP;

(3) Notify educational institutions of changes in student's status;

(4) Maintain necessary records related to student employment; and

HROPNCLAINST 12308.3

02 DEC 2002

(5) Counsel students as needed.

c. Students employed under STEP will:

(1) Meet the standards of qualification and eligibility as identified in the OPM qualification standard available at www.opm.gov and reference (a) of this instruction;

(2) Maintain the status of a student in good academic standing at their educational institution; and

(3) Meet the acceptable work performance and conduct standards at their assigned place of employment.

6. Action. Consistent with Department of the Navy policy and requirements, the STEP shall be considered an opportunity for achieving Affirmative Employment Program (AEP) goals and Federal Equal Opportunity Recruitment Program (FEORP) objectives. Managers interested in filling vacancies with STEP employees should contact the HROP STEP Manager at (850) 452-2660.



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