

NIH Student Temporary Experience Program (STEP) Working Agreement

The Student Temporary Experience Program (STEP) provides students federal work experience that does not need to be related to the student's academic/career goals. This is an agreement between Department of Health of Human Services (HHS), National Institutes of

Health (NIH), _____ (enter name of Institute/Center/Office), and _____ (enter name of student) and establishes a mutual understanding between the parties involved regarding the requirements of the STEP. The STEP is consistent with guidance contained in 5 CFR Part 213.

Student Eligibility Requirements: The student must meet the following criteria. Please check the boxes certifying these conditions are met.

- ☐ Be at least 16 years old;
- ☐ Be a U.S. citizen, or national, or the student is lawfully admitted to the United States as a permanent resident or otherwise authorized to be employed;
- ☐ Meet NIH's policy on nepotism;
- ☐ Be enrolled or accepted for enrollment as a degree-seeking student in an **accredited** high school, technical or vocational school, 2-year or 4-year college or university or graduate or professional school;
- ☐ Be taking at least a half-time academic/vocational/or technical course load and be in good standing as determined by the academic institution (generally, GPA of 2.0 or higher);
- ☐ Meet personnel suitability and physical requirements; and
- ☐ Meet the OPM Qualification Standard for the series and grade of the position.

Note: Each semester after the initial appointment (or twice a year), the manager is required to obtain documentation that the student is still enrolled and continues to meet eligibility requirements (i.e. request transcripts at the end of each semester). This documentation should be submitted to the servicing Human Resources Specialist.

Documentation: Please attach the following to this agreement:

- ☐ Position Description ☐ Current course schedule ☐ Agreement between Educational Institution and the NIH

Select the student's currently enrolled program:

- | | |
|--|--|
| <input type="checkbox"/> High School | <input type="checkbox"/> 4-year degree |
| <input type="checkbox"/> Certificate | <input type="checkbox"/> Master's degree; LL.B. or J.D |
| <input type="checkbox"/> 2-year degree | <input type="checkbox"/> Ph.D; LL.M. |

Student's Major/Program of Study: _____

Anticipated Graduation Date: _____

Schedule: Students may work full-time or part-time schedules at any time during the year without limitation on the number of hours per week. The student's work schedule should not interfere with the student's academic schedule.

It is agreed that the student will work: ☐ Full-Time Schedule ☐ Part-Time Schedule—hours per week: _____

Performance: Students will be placed on a Performance Plan consistent with the Health and Human Services (HHS) Performance Management Appraisal Program (PMAP). If a student's academic performance falls below the educational institution's definition of good academic standing; or if the student's work performance falls below the Fully Successful level under the PMAP, the student's employment may be terminated.

Pay and Benefits: Students are paid in accordance with established pay schedules. STEP participants are eligible to earn and use annual and sick leave. After 1 year of continuous service, participants become eligible for health benefits at full cost. No other benefits are available for STEP participants.

Employment Conditions: Students are appointed to temporary positions not-to-exceed 1-year. Appointments under this authority may be extended in one-year increments as long as the individual meets the definition of student. Students under this appointment are excepted from the provisions under 5 CFR Part 213.104 (Special provisions for temporary, intermittent, or seasonal appointments in Schedule A, B, and C). Students are not eligible for noncompetitive conversion to term, career, or career conditional appointments; however they may be converted to the Student Career Experience Program.

Print Supervisor's Name	Signature	Date
Print Student's Name	Signature	Date
Print Human Resources Specialist's Name	Signature	Date