

POLICY AND PROCEDURES

**OFFICE OF MANAGEMENT
Student Volunteer Employment Program (SVEP)**

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PURPOSE

The purpose of this MAPP is to describe and define specific responsibilities, procedures, and processes for CDER’s Student Volunteer Employment Program (SVEP).

BACKGROUND

The Student Volunteer Employment Program offers unpaid training opportunities to students. These opportunities provide work experience that may or may not be related to the student’s academic program and provide an opportunity to explore career options, as well as develop their professional skills.

POLICY

Eligibility

Students must meet the following basic eligibility requirements.

- Be at least 16 years old and 18 years old to work in the laboratories
- Be enrolled, at least half-time in:
 - a high school or trade school;
 - a technical or vocational school;
 - a junior college or community college;
 - a four-year college or university; or

- any other accredited educational institution including home-school. [Students who are home-schooled must be participating in either an accredited home-school or a home-school curriculum approved by the State.]

Disposition of Records

- Volunteers do not receive Federal appointments, so their service is not reported to the Central Personnel Data File (CPDF).
- An SF-50 cannot be used to document volunteer appointments.
- Office of Human Resources (OHR) cannot use an Official Personnel Folder for documenting volunteer service; however a file should be retained for each volunteer.
- OHR is responsible for maintaining student volunteer records (appointment letter, student transcripts, SVEP agreement).

Security Investigations

- Dependent upon their length of service and/or duties, volunteers may be subject to the investigative requirements of Executive Order 10450, "Security Requirements for Government Employment."

Compensation

- This is a volunteer service program and no compensation of any kind is provided.
- All volunteers must be supervised by a Federal employee.

Time Limits

- Typically, SVEP students are on short-term assignments (i.e. during school breaks) and are used to supplement, but not take the place of, personnel hired through the usual employment procedures.

Recording Service Time

- Supervisors are required to keep track of the duty hours/days of student volunteers for record keeping purposes. These records may be used to provide volunteer services hours on a student's transcript for time served.

Services and Benefits

- All volunteers, depending on need, are eligible for the following:
 1. Volunteers are considered employees of the Federal Government for the purposes of the benefits provided by U.S.C. 8101 for work related injuries or diseases. In case of injury sustained by a volunteer while in the performance of duty, the procedures applicable to regular Government employees should be followed.
 2. Volunteers are covered by the tort claims provisions of Title 28, U.S. Code.
 3. Volunteers may be provided protective clothing and equipment under 5 U.S.C. 7903 in order to prevent work-related injuries.

4. Emergency outpatient treatment for injuries sustained while performing assigned volunteer services will be provided to volunteers. Volunteers may also be provided temporary care and treatment in Department facilities under the same circumstances and to the same extent such care and treatment is available to paid employees.

Termination of Employment

- Volunteer service arrangements may be terminated at any time by either party. When a student volunteer is terminated, the servicing OHR is notified in writing immediately by the Program Administrative Contact. Such notification must include the date of termination.
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RESPONSIBILITIES

Student

- Students must submit evidence of enrollment or accepted enrollment in a degree, diploma, or certificate program at an accredited school. Official documentation to verify current or projected enrollment must be obtained from the school before the effective date of the assignment.
- Verification of enrollment may be accomplished as follows:
 - Electronically, by contacting the school through email, or accessing the student's official transcript or other records; or
 - Obtaining paper documentation from the school or the student (e.g., a letter from the school registrar, an advance registration schedule, etc.)

Note: Documents showing school enrollment in a previous semester does not provide evidence of current enrollment and therefore are not acceptable for this purpose.

Program Administrative Contact

- The requesting organization must submit the following documents to OHR for review, through the Office of Management (OM), Division of Management Services (DMS), Immediate Office (IO):
 - Student Volunteer Employment Program Agreement – Attachment 1
 - School Verification Form
 - Statement of Duties to be performed by student volunteer
- Once reviewed, the Program Administrative Contact will forward the SVEP request to OM/DMS/IO who will review for completeness and then forward on to the OHR for processing.

OHR

- OHR is responsible for ensuring that the volunteer receives documentation regarding the nature of his/her assignment to a volunteer position.
 - The written communication should include the following information:
 - Name of agency
 - Position title
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- Office title and duty location
- Start date and end date of tour
- Days/hours on duty
- Guidance on how the agency may be contacted regarding future requests to obtain documentation/verification of volunteer service

Note: Letter of Authorization to Serve as a Student Volunteer (Attachment 2), may be used to meet the requirement of a written communication

- Volunteers may be used to supplement, but not take the place of, personnel hired through the usual employment procedures.
 - Volunteer service programs must be conducted under the supervision and control of Department officials who are Federal employees.
 - The services of volunteers may be accepted only in accordance with the provisions of an established volunteer service program.
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PROCEDURES

1. Student provides verification of school enrollment.
 2. Program Administrative Contact works with the student to complete the Student Volunteer Employment Program Agreement, School Verification Form, and Statement of Duties to be performed by student volunteer.
 3. Program Administrative Contact forwards the package to OM/DMS/IO.
 4. OM/DMS/IO will review the package for completeness and then will forward the package to OHR.
 5. OHR ensures that the volunteer receives documentation regarding the nature of his/her assignment to a volunteer position.
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REFERENCES

- HHS Instruction 213-1: Student Educational Employment Program and Student Volunteer Program Handbook, pp 18-20, 10/30/2008
<http://www.hhs.gov/ohr/manual/toc.html#213>
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DEFINITIONS

Student - An individual who is enrolled not less than half-time in a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution. An individual who is a student is deemed not to have ceased to be a student during an interim between school years if the interim is not more than five months and if such individual shows to the satisfaction of the agency that the individual has a bona fide intention of continuing to pursue a course of study or training in the same or different

educational institution during the school semester (or other period into which the school year is divided) immediately after the interim.

Volunteer Service - Limited to services performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experience for the student. Such service is to be *uncompensated* and will not be used to displace any employee or to staff a position which is a normal part of the Department's work force.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions

ATTACHMENT 1: SVEP Agreement

<p>Student Volunteer Employment Program Agreement Before appointing a SVEP, an agreement with the Educational Institution must be signed. This is a sample agreement that may be used.</p>	
<p>Department of Health and Human Services and Educational Institution Student Volunteer Employment Program Agreement</p>	
<p>This agreement is entered into between _____ (Enter name of Educational Institution) hereinafter known as the "Institution" and the Department of Health and Human Services (HHS), hereinafter known as the "Organization" for the purpose of providing volunteer work experience to the student under the Student Volunteer Employment Program (SVEP).</p>	
<p>In compliance with the provisions of 5 USC 3111, volunteer service is with the permission of the institution in which the student is enrolled. Service under this agreement is without compensation by the Organization and students will not be used to displace a Federal Employee. The volunteer must be a student who is enrolled not less than half-time at the Institution. This agreement in no way commits the Department of Health and Human Service to offer a permanent position to the student at the end of the assignment.</p>	
<p>During the term of volunteer service, the student will determine a work schedule with their direct supervisor; notify their supervisor when they are unable to attend; perform and complete all work products assigned; complete attendance and performance records and provide them to their program supervisor at the completion of their assignment (as reasonably required in order for the experience to be properly credited).</p>	
<p>Students are not considered Federal employees for any purpose other than compensation for injuries sustained during the performance of work assignments and Federal Tort Claims provisions of 28 USC 2671 through 2680.</p>	
<p>The Organization will appoint an official to serve as a liaison with the school on matters related to the Student Volunteer Service Program. Further, a supervisor will be appointed during the term of the volunteer assignment and will serve as the student's direct point of contact for all matters as it relates directly to the students assignment. The Organization will ensure that the student volunteer receives specific on-the-job training in the field of their formal curriculum designed for the best development of knowledge and skills. The Organization will maintain records on student performance and other administrative matters and made available to the school upon request and will notify the school if the student volunteer is dropped because of unsatisfactory progress, lack of interest, or failure to meet conduct standards.</p>	
<p>The Organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, disability religion, sex, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and the regulations of the Department of Education which that act, and Title IX of the Education Amendments of 1972 (P.L. 92-318).</p>	
<p>Student hires may be removed from work on a particular assignment at any time.</p>	
<p>Name of Educational Institution</p>	<p>Department of Health and Human Services/ Division Name</p>
<p>Printed Name/Title of Educational Institution Representative</p>	<p>Printed Name of HHS Representative</p>
<p>Signature of Educational Institution Representative</p>	<p>Signature of HHS Representative</p>
<p>Date</p>	<p>Date</p>

ATTACHMENT 2: SVEP Letter of Authorization

Sample Letter of Authorization to Serve as a Student Volunteer

This sample form letter may be used as the appointment letter for a Student Volunteer.

Department of Health and Human Services

Enter OPDIV/STAFFDIV Address

Enter Volunteer Name and Address

Enter Date

Dear :

Welcome to the Department of Health and Human Services. You will be assigned as a(n) *Enter Position Title* from *Enter Start Date* to *Enter End Date (NTE)*, with *Enter OPDIV Name* in *Enter Location*. Your acceptance of the opportunity to serve on such basis means that you waive all claims to pay for services rendered.

Under 5 U.S.C. 3111, a student volunteer is not a Federal employee for any purposes other than injury compensation and law related to the Tort Claims Act. Service is not creditable for leave or any other employee benefits. While serving as a volunteer, you are also bound by the Department's regulations concerning Standards of Conduct and Conflict of Interest.

(Include paragraph about arrangements, which must include duty hours/days and who to contact for official documentation/verification of volunteer service).

Please sign the attached Student Volunteer Employment Program Agreement and return it to us in the enclosed envelope.

Your interest in the health needs of the people we serve is deeply appreciated, and we are grateful for the assistance you are willing to provide.

Sincerely,

(Signature)

Print Name/Title

(Name and title of official authorized to accept volunteer service.)