A. Pay. During the work period, the Student Trainee will receive the salary which is appropriate for his/her grade level and holiday and overtime pay according to Federal law and administrative action.

B. Leave. The Student Trainee will accrue annual and sick leave when he/she is in a work status. If on an alternating schedule, unused leave will be carried over to the next work assignment. Student Trainees whose work schedule includes Federal holidays will be paid for those days.

C. Benefits. Student Trainees whose employment in the Program is scheduled to continue for more than one year, who will be in a pay status for at least one-third of the total time required for completion of the Program, and who are scheduled to work no less than 16 hours per week, will be eligible to elect Federal life insurance and to participate in health benefit plans. When a Student Trainee is enrolled in a health benefit plan, he/she is responsible for making arrangements with their Payroll Office to continue premium payments when placed on Leave Without Pay (LWOP) status. All Student Trainees will be covered under the Federal Employees' Retirement System.

XII. TRIAL PERIOD AND PERFORMANCE APPRAISAL

A. In accordance with OPM, DOD, and DON requirements, the following evaluation procedures are conducted during a Student Trainee's work assignments as indicated:

1. Establishment of Performance Standards. During the first few weeks of the initial assignment, the supervisor will provide and discuss the written performance criteria on which the trainee will be formally evaluated.

2. Discussion of Performance With Student Trainee. Formal discussion of performance at the middle and end of each work period (normally a year) is required and will be documented. However, informal discussion will be held throughout the work period to ensure that performance does not fall into the marginal category. If marginal performance is detected at any time prior to the end of the work period, a discussion will be held with the Student Trainee.

3. Notification of Release. The College Cooperative Education Coordinator will be provided notification of release of Student Trainees by the supervisor via HRSC PR. The Activity will make every effort to allow students to complete the semester whenever pending termination is due to poor performance or failure to meet requirements for career conditional employment. However,
Student Trainees will be released immediately as the result of failure to meet any Program regulatory requirement (e.g., grade point average, etc.) or of conduct significantly affecting their performance or the performance of others.

Copies of all performance evaluations and appraisals will be forwarded to the College Cooperative Education Coordinator and will also be placed in the Employee Performance File.

B. At the expiration of each work period the Student Trainee will also prepare an evaluation of his/her work experience and accomplishments. Copies of these evaluations will be shared with the employer and the College and made part of the Student Trainee’s personnel folder. The evaluations are retained as part of the Student Trainee’s work experience record and are used in determining whether the Student Trainee will be continued in the Program.

XIII. RETENTION

For retention in the program, the Student Trainee will be required to satisfy the academic standards of the College and the attendance, conduct and work performance standards of the Activity. A Student Trainee who fails to meet these standards will be advised of areas needing improvement. If no improvement is shown, after discussion between the College and the Activity and upon notification of the Student Trainee, he/she will be separated from the Program. A Student Trainee who is not selected for conversion to a permanent position will also be separated from the Program. A Student Trainee who is terminated for any of these reasons cannot be reassigned noncompetitively to another position, nor may he/she continue to serve in a Student Trainee position after separation from the Program. With the exception of veterans, separations will provide no right of appeal to OPM.

XIV. PERMANENT EMPLOYMENT UPON PROGRAM COMPLETION

A. This Program is intended to provide a new source of College-trained personnel for entry into DOD and DON occupations. However, the student will enter this Program with full knowledge that he/she may continue at his/her own option and that upon graduation, he/she may be considered for permanent employment by the Activity but that the Activity is not obligated to convert the Student Trainee to permanent employment. The permanent positions for which he/she can be considered may be in a different element of the organization or at a geographical location other than where he/she was employed as a Student Trainee.
B. A Student Trainee is eligible for noncompetitive conversion to a career-conditional appointment and may be considered for permanent employment with the Activity at the GS-4 or WG-5 level in the field of work in which he/she received his/her cooperative education training, if the following conditions are met:

1. The student has successfully completed all the requirements for either an associate's degree or a certificate, including any specialized courses required for the position for which he/she has been in training;

2. The student has completed, in the DON or other DOD Activity, a minimum of 640 hours of full-time cooperative education work experience in a pay status. All work experience must have been completed prior to graduation. Required hours of employment must have been in the same occupational area, must have been related to the student's major field(s) of study, and must qualify the student for the occupation and a career or career conditional appointment into the competitive service;

3. The student meets the citizenship requirements;

4. The Activity recommends him/her for conversion;

5. The conversion must occur within 120 calendar days after satisfactory completion of Program requirements.

XV. THE AGREEMENT--MODIFICATION, EFFECTIVE DATE, AND TERMINATION

A. The College and the Activity will consider any amendments proposed by either party to the terms of this Agreement and, by mutual consent, will amend this agreement in writing. Since this Program is conducted pursuant to OPM and other Federal regulations and law, changes in either regulations or law necessarily become effective without modification. However, the Activity will advise the College of such changes as quickly as possible and, if substantive, they will be incorporated in this Agreement by mutual consent as soon as practical.

B. This Agreement becomes effective upon signature by all participating parties and shall continue indefinitely unless voided by either party upon 30 days written notice with date of termination to coincide with the end of the current academic term.
RESPONSIBLE OFFICIALS' APPROVAL:

Jeffrey Wataoka, Director
Human Resources Service Center, Pacific Region

Date

1/17/98

Peter R. Krumm

Date

12/15/97

Date

?
FFD SCEP Guidelines

The Federal Fire Department Student Cooperative Education Program (FFD SCEP) is intended to provide experience which is directly related to the student's educational program and career goals. This federal program is the noncompetitive conversion of a student from the excepted service into the competitive service following satisfactory completion of the education and work requirements.

To be eligible for consideration into the program, the student must meet the following qualifications:

1. Have completed, or be in progress with at least 50 credits toward HCC's FIRE Associate degree
2. Enrolled in six credits (half-time) at any UH campus
3. Maintain a cumulative GPA of 2.0 at HCC
4. Registered with the Selective Service System
5. Be 35 years of age or younger at the time of hire
6. Enrolled in Cooperative Education (FIRE 193V) following selection

The student is responsible for contacting the Cooperative Education Coordinator at the beginning of each semester to express continued interest in the program and to update contact information and applications.

The student becomes ineligible upon completion of 60 credits required for graduation in the FIRE program, even though the student has not applied for graduation.

Student must complete 640 work hours, including 16-week training academy, prior to meeting graduation requirements within 12 months.

Student is eligible for noncompetitive conversion within the 120 calendar days from graduating, provided work hours, education requirements and performance level are met.

Approved by:

[Signatures]

Cooperative Education Coordinator

Academic Counselor

Human Resources Advisor, Navy Region Hawaii

Fire Chief, Federal Fire Dept.

4/30/04

4/30/04

4/12/04

4/30/04
APPENDIX B
2001 – 2006 PHNSY-IMF PROGRAM STATISTICS

PHNSY & IMF APPRENTICE PROGRAM
TRADE THEORY

<table>
<thead>
<tr>
<th>Year</th>
<th>Apprentices Entered Program</th>
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<tbody>
<tr>
<td>2001</td>
<td>90.2%</td>
</tr>
<tr>
<td>2002</td>
<td>90.9%</td>
</tr>
<tr>
<td>2003</td>
<td>91.1% (As of 10/6/06)</td>
</tr>
<tr>
<td>2004</td>
<td>90.7% (As of)</td>
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APPRENTICE PROMOTIONS
1999-2006

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<tr>
<th>Position</th>
<th>Promotions</th>
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<tbody>
<tr>
<td>Supervisor</td>
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<tr>
<td>Instructor</td>
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<tr>
<td>Work Leader</td>
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<tr>
<td>Planning</td>
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<tr>
<td>CAD System</td>
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</tr>
<tr>
<td>Work Packaging</td>
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</tr>
<tr>
<td>Test Mechanic</td>
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</tbody>
</table>

Prepared By: J. Lono
Data Source: HCC & Appr Files
APPENDIX C
2001 – 2006
PHNSY – IMF APPLIED TRADES STATISTICS