

## SEPARATION FROM THE PROGRAM

### Termination Procedures

The Bureau invests valuable resources into the professional development of each SCEP student employee. However, circumstances may change which would end the working relationship between the Bureau and the student. Prior to separation, students are required to complete a "Student Separation Form. Here is an example of what a Student Separation Form looks like. Note, on this form there are several reasons listed as to why the student is being separated from the program. Coordinators should ensure that the proper box is checked and that supporting documentation is attached. If the student resigns from the program, coordinators need to make the student aware that there may be financial repercussions such as repayment of tuition assistance and other relevant retention incentives. Here is a list of the reason that you will find on this form. Please take a moment to read through the different reasons.

1. *The student resigns, withdraws from the employment program.*

*For employee resignation, ideally, the student provides written notification of his or her intent to the supervisor, and the supervisor forwards the notification to the local Human Resources office along with an SF-52 requesting resignation with an effective date. If the employee resigns verbally, the supervisor must send the local Human Resources office a memorandum for the record.*

2. *The educational institution suspends or expels the student. (attach document from School)*
3. *The student withdraws from the educational institution.*
4. *The student does not maintain the academic standards of the school and the SCEP program.*
5. *The student changes his or her current academic curriculum to an academic curriculum that no longer matches the job position or duties, which disqualifies the student from the SCEP program.*

*When academic status changes—due to suspension, expulsion, withdrawal, low academic standards, or a change in curriculum—the Supervisor contacts the local Human Resources office, and that office handles the termination procedure.*

6. *The program office cannot employ the student due to administrative reasons, such as budget constraints or Reduction-In-Force (RIF).*

*If the SCEP student has not completed his/her education requirements, students are covered by OPM's reduction in force regulations and are placed in excepted service, tenure group 2. If, however, the student has completed his/her education requirements, and is within the 120-day conversion period for optional conversion, he or she has no vested right to remain employed and has no mandatory right to be non-competitively converted to a competitive service. Therefore, the agency may terminate the student without regard to reduction in force regulations.*

7. *The student does not perform his or her work duties successfully or conducts him or herself in an unsatisfactory manner.*

*When the student's work performance or conduct warrants termination, the Supervisor contacts the local Human Resources office, and that office handles the termination procedure.*

8. *Failure to work 640 hours prior to degree program completion*

*Finally, make sure all involved parties have signed the form. Within 30 days of receipt of the Separation Form, State and Center SEEP Coordinators must notify the National SEEP Coordinator, in writing, when WO 730-funded students withdraw from the program.*

### *Transfer Procedures*

*In the event a SCEP Student decides to transfer from one duty station to another prior to conversion; the student must sign a new SCEP Working Agreement that outlines the conditions of and requirements for his or her new employment position.*

*In addition, a SCEP student employee may transfer to another Bureau or Agency prior to conversion. State and Center Coordinators should facilitate the transfer process and ensure that students meet the requirements of the new organization.*

*As soon as the State or Center SEEP Coordinator is made aware of a student's intent to transfer between duty stations or to another Agency, they should notify the National SEEP Coordinator in writing.*

*\*\*Additional information on terminations may also be found in the SEEP Guidelines.*