

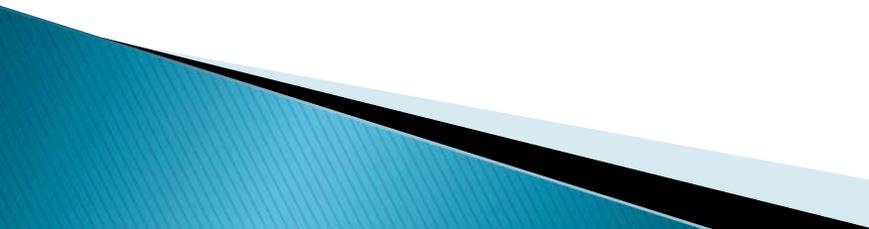


Pathways Programs For HR Professionals

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INTRODUCTION AND BACKGROUND

- ▶ Executive Order 13562
 - Creates the Pathways Programs
 - Reforms the federal hiring process for students and recent graduates
 - Creates a new Schedule D Hiring Authority
 - Requires a MOU with OPM
 - Requires a Public Notice
 - Upholds Veterans Preference Laws
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CORE PRINCIPLES

- ▶ Transparency- All job opportunities require a public posting on USAJOBS and/or the agency's website
 - ▶ Limited Scope- Workforce Planning Strategy and Annual Reporting to OPM
 - ▶ Fairness to Veterans-Veterans Preference and additional flexibilities
 - ▶ Agency Investment-Career and Training Development
 - ▶ OPM Oversight-MOU
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The Internship Program
The Recent Graduates
Program
Presidential
Management Fellows





CFR TRAINING

- ▶ 5 CFR 362-establishes the framework and purpose of the Pathways Programs
 - ▶ 5 CFR 213.3402(a)(b)(c)-establishes the newly created Schedule D Appointing Authority in the excepted service
 - ▶ 5 CFR 250 – provides information on the department's use of the Pathways Programs by reporting specific information to OPM in the Human Capital Management Report
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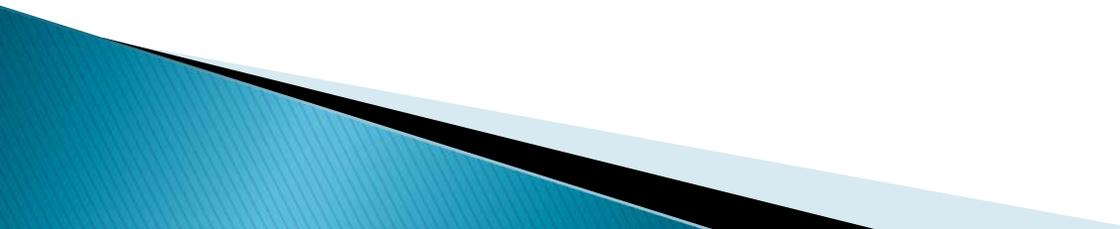


CFR TRAINING CONTINUED

- ▶ 5 CFR 302.401 – Veterans preference is applicable to the selection of applicants in the Pathways Programs.
 - ▶ Agencies are required to submit to OPM a pass over request for adjudication in the event a preference eligible with a 30% or more disability is passed over for a job opportunity.
 - ▶ Procedures for Passover of Disabled Preference Eligible in the Excepted Service apply to the Pathways Programs.
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CFR TRAINING CONTINUED

- ▶ 5 CFR 362.202- establishes program requirements that define the definition of a student and establishes limits on hiring students that qualify for the Pathways Programs
 - ▶ 5 CFR 362.104(b) – requires each intern to sign a Pathways Agreement
 - ▶ 5 CFR 610.121 – Interns may work full-time or part-time schedules, according to USDA's established rules regarding intern work schedules
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CFR TRAINING CONTINUED

- ▶ 5 CFR 362.105 (transition guidance)
 - A Pathways Agreement must be signed by each prospective intern or recent graduate before he/she is converted to the Pathways Programs.
 - HR Professionals have 180 days from the date the program is finalized to convert all prospective Pathways participants to the new Schedule D Hiring Authority.
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CFR TRAINING CONTINUED

- ▶ CFR 362.203- Public Notice requirement that requires the department to provide OPM with information concerning all Pathways Programs job opportunities which includes:
 - Position Title
 - Series and Grade
 - Geographic Location

CFR 362 - Government-wide cap on conversions may be applicable to the Pathways Programs





Memorandum of Understanding

- ▶ Defines the roles and responsibilities of all parties involved.
 - ▶ Section 362.103 authorizes agencies to make time-limited appointments to temporary positions in the excepted service and for agency heads or a designee to enter into a MOU with OPM prior to making any Pathways appointments.
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Participation Agreement Includes:

- ▶ Description of duties
- ▶ Work Schedules
- ▶ Termination date
- ▶ Program Requirements

Length of Appointment

Evaluation Procedures

Minimum Eligibility Requirements of Conversion



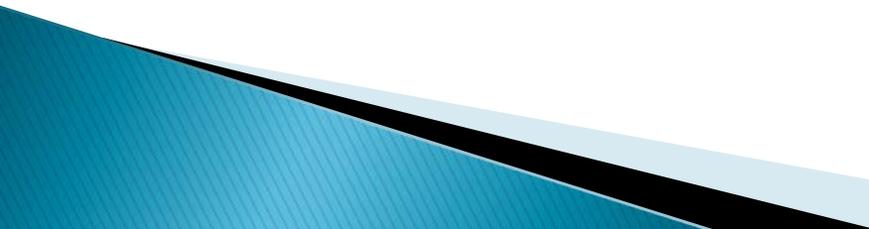


HUMAN CAPITAL MANAGEMENT PLANNING AND REPORTING

- ▶ 5 CFR 250 provides information on reporting information to OPM
 - ▶ Annual Reporting of Occupational Series and percentage of overall hiring
 - ▶ Reporting of Announcement Information
 - ▶ Internal Program Administration Data
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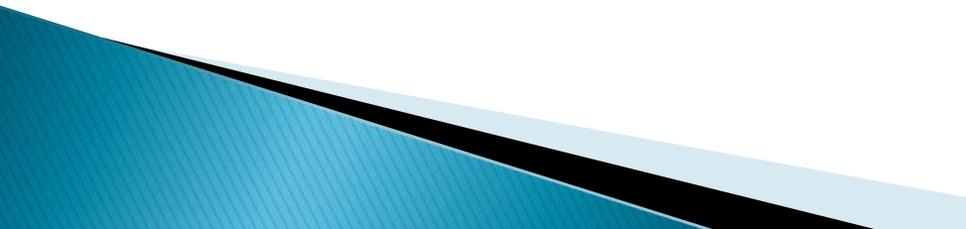


TRANSITION GUIDANCE for SCEP's

- ▶ All Pathways participants must be converted to the newly created Schedule D Hiring Authority by **January 6, 2013**
 - Options
 - Convert current SCEP's to career-conditional or career appointments non-competitively.
 - Convert current SCEP's to term appointments non-competitively with a NTE date.
 - Convert current SCEP's to the USDA Internship Program without a NTE date.
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Transition Guidance for SCEP's

- ▶ SCEPs who will complete their course requirements and who have 640 hours of required work experience should not be converted to the Internship Program during the transition period.
 - ▶ Agencies who wish to retain such interns should convert these SCEPs to a term, career or career–conditional appointment. Otherwise, agencies must terminate their employment.
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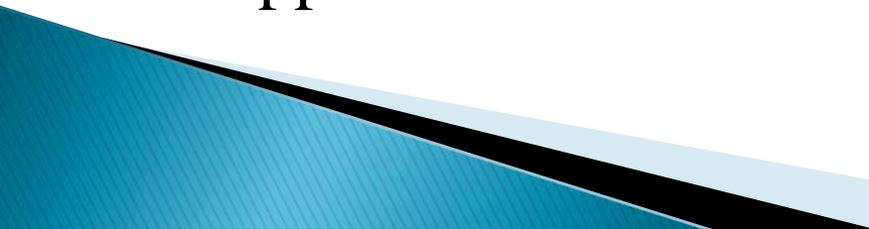


Transition Guidance for STEP's

- ▶ Current STEP employees must be converted to an Internship appointment (Schedule D) with a NTE date on or before January 6, 2013.
- ▶ Complete a Pathways Participant Agreement for each student.



Transition Guidelines

- ▶ Executive Order 13562, Schedule D, 5 CFR 213.3402(a), and 5 C.F.R. 362.110 are the authorities under which current STEP employees are converted to an Internship NTE appointment under the Pathways Programs.
 - ▶ Current STEP employees may only transition to an Internship NTE appointment. Current STEPs must transition to the Internship Program with the same title, series, grade, and NTE date as their STEP appointment.
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Transition Guidance

- ▶ Transition current PMF employees by January 6, 2013 (Schedule D)
 - ▶ Convert PMF's to the USDA Pathways PMF Program if the PMF requires more than the 180-day transition period to complete the Program.
 - ▶ Convert to the competitive service within the 180-days transition period:
 - ▶ a. Identify conversion eligibility date;
 - ▶ b. Ensure PMF is scheduled for ERB certification; and
 - ▶ c. Convert to a career-conditional or career appointment in accordance with the rules in effect before July 10, 2012.
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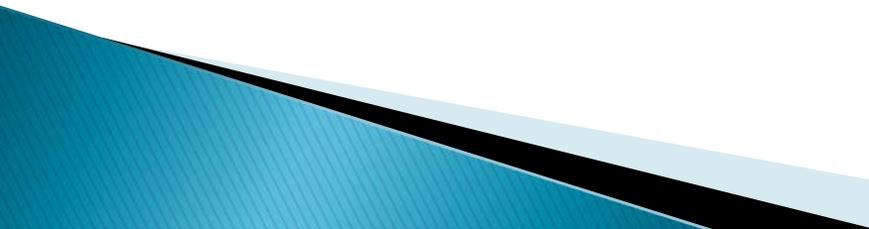


SCEP's as Recent Graduates

- ▶ Current SCEP's are not eligible for non-competitive conversion to the USDA Recent Graduates Program. Once they complete their educational programs, however, these individuals will be eligible to **compete** for Recent Graduate positions, just as any other recent graduate can.
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Conversion Details After Transition Period

- ▶ Program participants must complete 640 hours of work experience prior to being considered for conversion to a career or career-conditional appointment.
 - ▶ 320 hours of previous work experience may be credited towards the 640 hour requirement
 - ▶ OPM may place a cap on the number of conversions.
 - ▶ The conversion limits may be included in the MOU.
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Classification and Tenure

- ▶ Internship NTE appointments are in the excepted service Tenure 0, unless the individual in STEP has completed at least 1 year of current continuous service, in which case the appointment will be in the excepted service Tenure Group 3.



Classification

- ▶ Intern positions are to be classified to an appropriate student trainee GS-xx99 series for occupational groups in the General Schedule (GS) or a pay-banded system and xx01 series for occupational groups appropriate for the Federal Wage (WG) System.



Benefits

- ▶ The transition to the Pathways Programs has no effect on employees' entitlement to leave, retirement and insurance coverage, or any other benefits under title 5, United States Code.



Program Information

- ▶ Participants may transfer to another agency and carry over the accumulated work experience
- ▶ Student Trainees must accumulate 640 hours of work experience prior to conversion
- ▶ Time spent as an intern may be counted toward career tenure
- ▶ 320 hours of non-federal work experience may be credited towards the 640 hours of work experience requirement



Pending Job Offers

- ▶ Agencies and Staff Offices should complete any pending STEP or SCEP appointments before the effective date of the final Pathways regulations, July 10, 2012. After this date, Agencies and Staff Offices must follow the rules governing the Pathways Programs in order to make appointments for Interns.

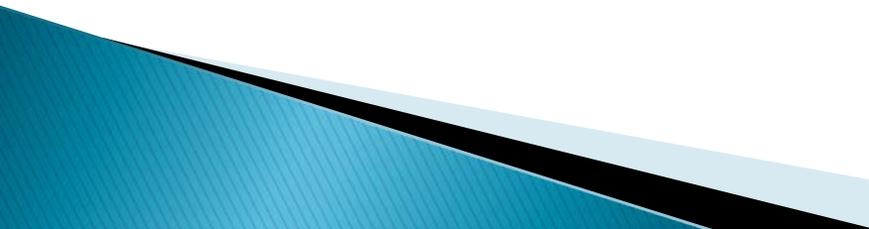


SELECTION AND APPOINTMENT

- ▶ Consideration, selection, and appointments will be made in accordance with 5 CFR 302.
- ▶ Participants may work in the same agency as a relative as long as there is no direct reporting relationship.
- ▶ HR Professionals will: Adjudicate an applicant's suitability and verify the applicant's qualifications .
- ▶ All appointments are subject to term and career-conditional employment requirements.



Selection and Appointment

- ▶ Academic Career goals and field of study (does not have to match the position unless the position has a positive education requirement)
 - ▶ Appointments Classified as Student Trainee in the -99 series for (GS) and -01 series for (FWS)
 - ▶ Tenure Group II for initial periods
 - ▶ Tenure Group III for temporary appointments after one year of service.
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ASSESSING CANDIDATES

- ▶ 5 CFR 302 indicates that assessing candidates will be based on qualifications
- ▶ 302.105 authorizes agencies to develop a system in which they will qualify candidates using veterans preference
- ▶ 302.104 establishes an unranked referral method and a numerical rating method to assess applicants



PROGRAM MANAGEMENT

- ▶ Appointments will be under Schedule D and coded appropriately on a SF-50
 - ▶ Agencies may terminate participants for misconduct, suitability, for poor performance, or at the end of the program period
 - ▶ There is no US citizenship requirement to participate in the Pathways Programs
 - ▶ US Citizenship is required for conversion into the competitive service
 - ▶ 640 (320) hours of work experience
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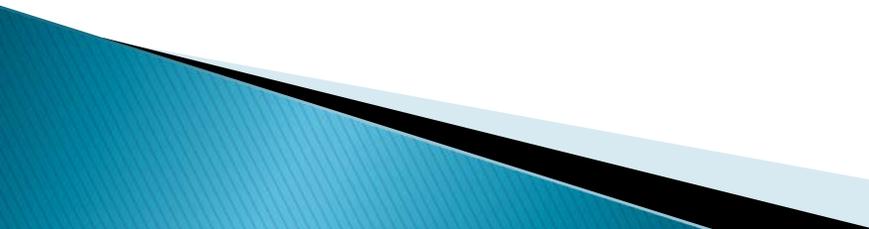


BREAK IN PROGRAM

- ▶ USDA may use its discretion to deny or approve a break in the program.
- ▶ A break in the Program is defined as a period of time when an Intern is working but is unable to go to school, or is neither attending classes nor working.



CAREER FAIRS AND RECRUITMENT

- ▶ USDA Student Coordinators and Recruiters may continue to participate in career fairs and recruitment events.
 - The career fair must be posted publically on USAJobs
 - A calendar of events that specifies the date, location, and positions must be shared openly
 - Materials shared at the recruitment table must be shared with everyone at the fair
 - Resumes should never be collected
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COMMUNICATION STRATEGIES

- ▶ In an effort to keep you informed, various communication strategies are being implemented.
 - FAQ's
 - Memorandums
 - Fact Sheets
 - Email's
 - Briefings
 - Announcements
 - Desk Aids
 - Webinars



Questions?



POINT OF CONTACT

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