

Student Volunteer Employment Program Agreement

Before appointing a SVEP, an agreement with the Educational Institution must be signed.

Department of Health and Human Services and Educational Institution Student Volunteer Employment Program Agreement

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).

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.

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).

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.

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.

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).

Student hires may be removed from work on a particular assignment at any time.

Name of Educational Institution	Department of Health and Human Services/ Division
Printed Name/Title of Educational Institution Representative	Printed Name of HHS Representative
Signature of Educational Representative	Signature of HHS Representative
Date	Date