

Research and Development



# Senior Environmental Employment Program Handbook



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# **SENIOR ENVIRONMENTAL EMPLOYMENT PROGRAM HANDBOOK**

**Office of Research and Development  
U. S. Environmental Protection Agency  
Washington, D.C. 20460**

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## TABLE OF CONTENTS

<b>Chapter One</b>	<b>Introduction</b>	<b>Page</b>
	Introduction .....	1
	References .....	1
	Definitions .....	1
<b>Chapter Two</b>	<b>The SEE Enrollee</b>	
	Position Description .....	3
	Personnel Policies and Procedures .....	3
	Enrollee Salary and Benefits .....	3
	Work Ethics .....	3
	Relationship to Your SEE Monitor .....	3
	Training .....	4
	Travel .....	4
	Performance .....	4
	Awards .....	4
	Grievances .....	4
	Discrimination .....	4
<b>Chapter Three</b>	<b>The SEE Monitor</b>	
	Grantee Personnel Policies and Procedures .....	5
	Procedures for Obtaining SEE Enrollees .....	5
	Internal Coordination .....	6
	Enrollee Salary and Benefits .....	6
	Training .....	7
	Travel .....	7
	Performance .....	7
	Awards .....	8
	Grievances .....	8
	Discrimination .....	8
	Health and Safety .....	8
	Termination for Nonperformance Reasons .....	8
<b>Chapter Four</b>	<b>The SEE Grantee</b>	
	Personnel Policies and Procedures .....	9
	Regulatory Requirements .....	9
	Program Requirements .....	9
<b>Appendices</b>		
1	Job Categories and Pay Scales .....	11
2	Certification .....	13
3	Placement Record .....	14

## CHAPTER ONE INTRODUCTION

### INTRODUCTION

This handbook discusses the major personnel policies and procedures that govern the Senior Environmental Employment (SEE) Program. The SEE program is authorized by the "Environmental Programs Assistance Act of 1984 (P.L. 98-313)." This Act provides opportunities for senior citizens to work in environmental programs.

The SEE program is for individuals 55 years of age or older wishing to contribute to a better environment and needing some financial support to supplement their retirement. The program is to help EPA meet its legislative mandates but in no case should a SEE person be expected to handle the responsibility that federal employees do. They are to support, not supplant, federal employees.

The growth of the SEE program has generated many questions regarding personnel policies and procedures. General personnel matters are described in the personnel handbooks and other publications of the grantee organizations, in SEE cooperative agreements, and in other documents. This handbook discusses personnel policies and procedures governing the SEE program which are of the greatest importance to EPA and to all other participants in the program.

### REFERENCES

- ORD Policy and Procedure Manual, Chapter 14, Section 3.
- 40 CFR, Part 30, which contains the general regulations for EPA financial assistance programs.
- 40 CFR, Part 7, which contains the antidiscrimination regulations and

complaint procedures that apply to enrollees and grantees.

### DEFINITIONS

a. *Senior Environmental Employment Corps (SEE)*. The program authorized by the Environmental Programs Assistance Act of 1984 (P.L. 98-313), which allows EPA to enter into assistance agreements with specified organizations in order to obtain the services of older Americans to provide technical assistance to EPA or to State or local environmental agencies.

b. *SEE Enrollee*. An individual at least 55 years of age who is employed by a grantee and who is engaged in providing technical assistance to EPA.

c. *SEE Monitor*. An EPA employee who assigns and reviews the work of SEE enrollees and provides an assessment of their performance for use by the grantee.

d. *SEE Grantee*. A private nonprofit organization designated by the Secretary of Labor, under Title V of the Older Americans Act of 1965 who has entered into a cooperative agreement with EPA to provide the services of older Americans to the Agency. (Under EPA's assistance regulations [40 CFR, Part 30] an organization who has entered into a cooperative agreement with EPA is referred to as a recipient. For the purpose of this publication, however, these organizations will be referred to as grantees. The SEE grantee is the employer of the SEE enrollee.)

e. *SEE Corps Program Director*. The EPA official who is responsible for administering the SEE program and for serving as the EPA Project Officer in connection with SEE cooperative agreements. The SEE Program Director reviews and approves all requests for SEE

enrollees, monitors funding in all SEE Cooperative Agreements, and acts as a liaison with the national offices of the various SEE grantees. The Program Director establishes policies for the program, monitors their implementation, and coordinates the operation of the

program Agencywide. The Director, National Workforce Development Staff (RD-675), Office of Research and Development, Environmental Protection Agency, Washington, D.C. 20460, is the SEE Corps Program Director.

## **CHAPTER TWO**

### **THE SEE ENROLLEE**

The SEE workforce is one of great diversity. Enrollees include chemists, biologists, environmental protection specialists, ecologists, and secretaries. Whatever the enrollee's skill, his/her position is important and their efforts essential to the fulfillment of EPA's mission--protecting the health and welfare of the citizens of this country and the environment in which they live.

#### **POSITION DESCRIPTION**

Your SEE monitor has developed a position description which briefly states your duties and responsibilities. The position description is not meant to be a complete listing of everything you will be called upon to do, nor is it intended to limit your initiative. Rather, it indicates the range of your typical assignments, while allowing for other assignments that are not specifically mentioned.

#### **PERSONNEL POLICIES AND PROCEDURES**

As a SEE enrollee, you are an employee of a SEE grantee organization and are subject to its personnel policies and procedures. These are described in a handbook or other material provided to you by the SEE grantee. You should study this material because it provides needed personnel information and guidance. Any questions on personnel policies and procedures should be directed to your employer (the SEE grantee) or your SEE monitor.

#### **ENROLLEE SALARY AND BENEFITS**

However, EPA sets limits on how much of that pay is reimbursable to the grantee (see Appendix 1). The grantee determines the exact pay of the enrollee.

Enrollee benefits, such as vacations, retirement, unemployment insurance, and workman's compensation, are governed by the policies of the grantee organization and these are described in its personnel handbook. Consult this or contact the grantee's representative if you have any questions.

#### **WORK ETHICS**

Although you are not an EPA employee, your presence in EPA imposes an important responsibility on you. Because of the nature of EPA's mission, EPA must operate as in a fishbowl.

Since you are associated with EPA, you must be aware that anything you say or do could reflect upon the Agency. Therefore, you are asked to dress and behave with decorum, and you must avoid any action which might result in, or create the appearance of, using your EPA association for private gain or undermining public confidence in the integrity of EPA programs.

#### **RELATIONSHIP TO YOUR SEE MONITOR**

Although you are an employee of the SEE grantee organization, your association with EPA requires that you accept direction from a SEE monitor who will assign and review your work, provide an assessment of your performance for use by the grantee, provide counseling, review/approve your time and attendance, and certify the necessity of travel. You are expected to perform your work in a manner that meets with the satisfaction of the SEE monitor. If you have any problems or questions about your work, you should discuss these with your monitor, or in exceptional cases, with your grantee organization representative.

## **TRAINING**

Normally, you are expected to be already trained for your position. However, there are exceptional circumstances, such as the introduction of new equipment, technological changes, or new revised program requirements, that may necessitate training in order for you to do your job satisfactorily. Usually, this training will consist of short courses ranging from one day up to one week. Your monitor will initiate training requests when training is needed. The cost of the training will be covered by the cooperative agreement.

## **TRAVEL**

If it is necessary for you to travel to carry out your responsibilities, your EPA monitor will make the request to the grantee organization. The grantee will make all arrangements and the travel costs will be charged to the cooperative agreement. In traveling, you must abide by the regulations of the grantee which are discussed in its handbooks.

## **PERFORMANCE**

Your monitor will periodically provide an assessment of your performance and complete the necessary forms required by the grantee. You will receive counseling from your monitor whenever needed, and you will be given an opportunity to improve your performance, whenever needed and feasible.

## **AWARDS**

EPA is not permitted under current regulations to grant monetary awards to SEE enrollees. EPA may, however, give nonmonetary awards, such as Certificates of Appreciation, to SEE enrollees.

## **GRIEVANCES**

If you believe that an unfair action has been taken against you by EPA, you should discuss the problem informally with your monitor or contact the representative of the grantee organization for assistance and guidance. If you believe a formal grievance is necessary, this must be filed with the grantee organization in accordance with its personnel policies. No formal grievance, other than a complaint of discrimination, may be filed with EPA.

## **DISCRIMINATION**

If you believe that you have been discriminated against by EPA or the SEE grantee (based on your membership in the SEE program) on the basis of race, color, national origin, sex, age, or handicap, you may at your option, discuss the matter informally with your monitor or a representative of the grantee. You may also file a formal discrimination complaint with the grantee or with EPA within 180 days of the alleged discriminatory act. Specific procedures governing discrimination complaints are found in the grantee personnel handbooks or other publications and in 40 CFR, Part 7. (The latter may be obtained from the grantee or any EPA civil rights director whose name, location, and telephone number are included in your local EPA telephone book.)

## CHAPTER THREE

### THE SEE MONITOR

The SEE monitor provides daily direction to SEE enrollees; for example, assigns and reviews work, provides assessments of enrollee performance for the grantee's use, and reviews/certifies enrollee's time and attendance reports. However, the monitor is not the supervisor of the enrollee because he or she does not have the authority to hire, fire, discipline, or terminate enrollees. The SEE grantee is the enrollee's supervisor/ employer and a representative of the grantee must be consulted in matters of hiring, discipline, or termination. Please note however that the monitor does set the condition of work, for example, hours, work practices, and calling to attention failure to follow office rules (e.g., excessive telephone use, tardiness).

#### GRANTEE PERSONNEL POLICIES AND PROCEDURES

A SEE monitor should be familiar with the personnel policies and procedures of the grantee organization of the SEE enrollee(s) assigned to them. The grantee organization publishes its policies in a handbook which can be obtained from the grantee. The SEE monitor should also acquaint himself with the grantee representative who is available to provide personnel advice and assistance, and to resolve questions and problems that may arise. Any apparent conflicts between EPA policies and those of the grantee should be referred to the SEE Program Director for resolution.

#### PROCEDURES FOR OBTAINING SEE ENROLLEES

The following procedures should be followed for obtaining SEE enrollees.

- a. Submit a memorandum to the SEE Program Director, (through your organizational channels) indicating your SEE position requirements. For each SEE position, you must attach a

one-paragraph job description indicating the duties and responsibilities. These must be described in sufficient detail so that the grantee can match candidates with the position. The SEE program jobs are divided into four categories, each with its own pay scale. These are described in Appendix 1. The position description must make it clear into which category your position fits. If the job has special conditions; e.g., inspecting hazardous areas or exposure to asbestos or PCBs, state this in a second paragraph of the position description entitled, *Special Conditions*. In such cases, special medical monitoring and/or safety training may be required. If you have any questions on this, contact the SEE Program Director.

- b. The SEE Program Director reviews all requests for SEE positions and notifies the requesting office when the request is approved.
- c. Upon receipt of approval, the requester must prepare two additional items:
  - (1) Commitment Notice (EPA Form 2550-9).

The commitment notice should be prepared in accord with your office's policies and procedures. The amount of funding required on the commitment notice should be discussed with the SEE Program Director.

- (2) Certification.

The Environmental Programs Assistance Act of 1984 (P.L. 98-313) requires a certification prior to the award of any SEE grant that the grant does not: (a) result in the displacement of any Federal, State, or local governmental employee; (b) result in

the employment of any individual under the SEE program when any other person is in a layoff status from the same or a substantially equivalent job within EPA's jurisdiction; (c) affect existing service contracts.

The certification is to be made by the manager of the office or laboratory funding the cooperative agreement. However, before signing this certification, the official must obtain verbal concurrence from the appropriate EPA Servicing Personnel Office. The Servicing Personnel Office should ensure that (a), (b), and (c) above are satisfied. The certification document will state that the Personnel Office's concurrence was obtained and will contain the name of the Personnel Officer with whom the action was discussed and the date of the conversation. In order to ensure that a complete record is kept, the EPA official who signed the certification will send a copy to both the Director of the Servicing Personnel Office and to the individual who gave his concurrence.

A sample Certification is contained in Appendix 2.

d. Upon receipt of the required documentation as described above, the SEE Program Director submits the request to the grantee for action, and names an EPA official (usually the requester) for the grantee to contact. If you are named as the contact person, submit any references or resumes you have obtained to the grantee's representative for processing along with other candidates. If not, work through the grantee's representation to obtain candidates for your position.

e. Upon receipt of the vacancy information, the grantee will distribute the information in an attempt to attract as large a number of candidates for the position as practicable under the circumstances. The grantee must be given sufficient lead time to provide as large a number of candidates as is possible. Name requests are to be avoided except in extraordinary circumstances.

f. The list of candidates is forwarded to the selecting official, who then weighs the qualifications of each candidate carefully and makes a selection and

informs the grantee (through the SEE Corps Program Director) The selection and pay recommendation must be based strictly on the candidate's qualifications, and the selecting official must make available to the grantee his evaluation of each candidate for inclusion on the placement record the grantee is required to keep. See Appendix 3 for an example of this. Discrimination on the basis of sex, race, color, national origin, age, or handicap is prohibited and any appearance thereof shall be avoided. The selecting official shall not discuss salary with the candidates; as salary is to be negotiated between the grantee and the enrollee.

g. Upon completion of the recruiting process, the grantee will hire the candidate, arrange for an entrance-on-duty date, and provide the enrollee with copies of this handbook, the grantee's personnel handbook, and other required documents.

## INTERNAL COORDINATION

In addition to coordinating recruiting efforts with the appropriate grantee organization, the SEE Monitor is also responsible for arranging for office space, equipment, and supplies for the SEE enrollees. This should be done in accord with your office's internal policies and procedures.

## ENROLLEE SALARY AND BENEFITS

A SEE enrollee's salary and benefits are determined by the grantee. EPA sets the pay ranges for the various types of positions. The pay ranges, which represent the amounts EPA will reimburse grantees for paying wages to SEE enrollees, are found in Appendix 1.

If the existing pay ranges constitute a barrier to recruiting well-qualified candidates, an exception for a higher pay range may be needed. The monitor must submit a request for higher pay to the SEE Director through appropriate channels. The request for an exception must include the following information:

- job title and location;
- efforts made to obtain candidates;
- list of candidates, if any, that were considered and reasons for nonselection;

- rationale or justification for higher pay scale; and
- any other special circumstances.

Periodic pay increases are authorized for enrollees whose work is satisfactory (see Appendix 1). This is done in connection with the grantee's periodic performance evaluation process. If the pay ranges as stated are too high (for example, federal employees are being paid less), lower salaries may be paid.

## TRAINING

Generally, SEE enrollees are considered to be fully trained and experienced when hired, and little or no training should be needed. However, technological change, new equipment, new or revised program requirements, etc., may require enrollees to receive further training. If an enrollee needs training that incurs costs, the monitor should submit a memorandum requesting training to the SEE Program Director. (Training that would not incur cost can be arranged locally.) The memorandum must include:

- name, job title, and location of enrollee;
- description, length, cost, and justification for the training; and
- any other special circumstances that would help the Program Director understand the basis for the request. (Normally, training courses range from a few days to one week. Courses that last more than a week must be fully justified.)

The Program Director will inform the monitor of the approval/disapproval of the training request. All training costs are charged to the grant that covers the enrollee.

## TRAVEL

If travel is necessary for the performance of the duties assigned to a SEE enrollee, the SEE monitor submits the travel request to the grantee organization. The grantee makes all travel arrangements and the costs of the travel are charged to the cooperative agreement. The enrollee must abide by the grantee's travel regulations.

## PERFORMANCE

A monitor is expected to assess the performance of SEE enrollees assigned to

him both on a day-to-day basis and periodically as required by the grantee. The monitor should orient enrollees when they first come to work by explaining the policies of the office in regard to dress, decorum, conduct, lunch hours, coffee breaks, telephone use, job requirements, etc.

If an enrollee is not performing the job in a satisfactory manner, or is a problem in other ways, e.g., attitude or attendance, the monitor should apply the grantee's performance policies as described in its handbook. You should:

- (a) discuss problem areas with the enrollee in an informal confidential meeting;
- (b) tell the enrollee about specific deficiencies and what action must be taken to correct those deficiencies; and
- (c) contact the grantee's representative, and advise him/her of the situation.

If the enrollee fails to improve after informal discussion and counseling, you should contact the grantee's representative for advice. You could also prepare a memorandum to the grantee's representative with a copy to the enrollee, documenting the problem. The memorandum should:

- refer to previous discussions;
- identify the enrollee's deficiencies;
- describe how performance, conduct, leave, etc., can be improved and what guidance and assistance EPA will give; and
- contain other information, which would help the enrollee improve.

If the enrollee still fails to improve to the monitor's satisfaction, discuss the possibilities of further action (such as termination) with the grantee's representative. You must maintain complete records about whatever action is proposed and keep in contact with the grantee's representative during this period to assure that all appropriate procedures are followed and adequate documentation is maintained. All formal disciplinary actions, including termination, must be carried out by the grantee.

If at any time the enrollee's continued presence in the work area would be disruptive or cause other severe problems, the grantee's representative should be

notified immediately, so that appropriate action may be taken quickly.

Any questions on performance issues should be referred to the SEE Program Director or to the grantee's representative.

## **AWARDS**

Current regulations prohibit the giving of monetary awards to grantees; thus, EPA may not give a SEE enrollee a cash award in recognition of outstanding performance. EPA may, however, give nonmonetary awards such as certificates of appreciation to its SEE enrollees. Monitors who would like to give such awards should coordinate these with their Administrative Officer and with the SEE Program Director.

## **GRIEVANCES**

Enrollees may not file formal grievances with EPA because they are not EPA employees. However, they may be able to file grievances and/or appeals with the grantee. In cases where an enrollee may have indicated the possibility of filing a grievance, do not hesitate to consult with the grantee representative or the SEE Program Director.

## **DISCRIMINATION**

Enrollees have the right to file discrimination complaints based on race, creed, color, sex, age, national origin, or handicap with either the grantee or EPA.

Monitors should familiarize themselves with 40 CFR, Part 7, which covers nondiscrimination in assistance programs from EPA.

## **HEALTH AND SAFETY**

In spite of best efforts to provide safe working conditions for all located on EPA premises, an accident or a severe illness may unexpectedly strike an enrollee on the job. If such a situation arises, the EPA monitor should contact the EPA Program Director and the grantee's Field Representative (or national office if the Field Representative cannot be reached) within 24 hours to notify them of the situation. This first notification should be oral and should be followed up with whatever written reports the grantee requires. Consult the grantee's handbook for details on the reports.

## **TERMINATION FOR NONPERFORMANCE REASONS**

Sometimes due to programmatic or managerial changes, a SEE enrollee's services may no longer be required. In such a case it may be possible to have the enrollee transferred to another organization or terminated when the funds are used. Contact the SEE Program Director for specific instructions if this situation arises.

## CHAPTER FOUR

### THE SEE GRANTEE

#### PERSONNEL POLICIES AND PROCEDURES

Each grantee has a personnel handbook or material which describes personnel policies and procedures applicable to SEE enrollees. The grantee must provide a copy of these materials to each enrollee and to the monitor of each enrollee. Any enrollee or monitor who does not receive a copy should contact the representative of the grantee.

#### REGULATORY REQUIREMENTS

Grantees must comply with the terms and conditions of their assistance agreements including compliance with EPA policies and objectives in governing regulations such as 40 CFR, Part 30 (General Regulations) and 40 CFR, Part 7 (Nondiscrimination). Portions of these regulations of interest in the operation of the SEE Program include the following:

- 40 CFR 30.600. Grantees must comply with Title VI of the Civil Rights Act of 1964 and related laws and directives governing nondiscrimination. (40 CFR, Part 7, provides specific requirements.)
- 40 CFR 30.613. Grantee officials and employees (including SEE Corps enrollees) must avoid any action which could undermine public confidence in the integrity of the EPA program.
- 40 CFR 7.35. Grantees may not discriminate in employment on the basis of sex, race, color, national origin, age, or handicap.
- 40 CFR 7.45. Grantees may not exclude qualified handicapped persons from participation in the SEE Corps solely on the basis of handicap.
- 40 CFR 7.90. Grantees must adopt grievance procedures that assure the

prompt and fair resolution of enrollees' complaints of discrimination.

#### PROGRAM REQUIREMENTS

In order to ensure compliance with Federal and EPA policies governing nondiscrimination, each grantee is required to establish certain minimum program requirements to supplement those prescribed by governing regulations. These include:

- *Employment.* In recruiting candidates for the program, grantees must take steps to assure the widest and most practicable distribution of job information in order to assure that potential senior citizen candidates are made aware of the program.
- *Selections.* Grantees are required to keep a record of selections for each position. The record should consist of the names and identifying data for each of those persons referred for the position, and the reasons for selection or nonselection. This record must be retained for at least three years after the submission of the final financial status report. (See 40 CFR 30.501(a)(1) and (d). A sample form is enclosed as Appendix 3.
- *Pay.* Grantees determine what the SEE enrollee will be paid. However, this pay is reimbursable to the grantee only to the extent allowed by the EPA schedule for each job category (see Appendix 1). Exceptions may be given by the EPA SEE Corps program director in special cases.
- *Training.* Grantees are required to cooperate in arranging training for enrollees as specified by the SEE monitors. Training that would incur cost must be approved by the SEE

Corps Program Director and will be charged to the Cooperative Agreement.

- *Employee Relations and Services.* Grantees, through their representatives, are required to provide advice and assistance to SEE enrollees and monitors in connection with performance, conduct, time, leave, and other related matters.
- *Performance Appraisal.* Grantees are required to provide SEE monitors with performance assessment forms to be used in connection with the completion of the probationary period, recommendations for increases in pay, and periodic evaluation. Samples of the forms required by the various grantees are available from the SEE Corps Program Director.

## APPENDIX ONE

### SEE PROGRAM JOB CATEGORIES AND PAY SCALES

#### INTRODUCTION

The design and intent of the SEE program is to provide job opportunities not otherwise available to senior citizens 55 years of age and older. The program provides the enrollees with meaningful work, while they are gaining new experiences and skills enabling them to move into better paying, more permanent positions outside the SEE program, should they wish. The program was not intended to and does not compete with the Civil Service system.

Jobs in the SEE program are divided into four categories, each with its own pay scale. These are described below. For help in creating job titles that are consistent with those of Federal employees, you may consult the Handbook of Occupation Groups and Series of Classes and the OPM Position Classification Standards, both of which are available in your EPA servicing personnel office. The standards provide useful occupational information and are especially helpful in determining the difference between a Technical and a Professional position or between a Clerical/Assistant II position and an Administrative position. They also provide useful occupational information.

#### JOB CATEGORIES

The jobs in the SEE program are divided into four job categories:

a. *Clerical/Assistant I.* This category covers clerical, assistant, and related positions largely concerned with routine office or laboratory operations. Neither proficiency in typing or stenography nor full-performance or journeyman skills in operating computer or laboratory equipment are required. Jobs in this category include: messenger, receptionist, mail clerk, file clerk, clerk-typist (less than

40 wpm), laboratory assistant, office equipment operator, office assistant, and data transcriber (includes keypunch operator--less than journeyman level).

b. *Clerical/Assistant II.* This category includes clerical, technician, assistant, and related positions involved in office or laboratory operations. These positions require proficiency in either typing or stenography or full-performance or journeyman skills in operating computer or laboratory equipment. These positions may also require the performance of nonprofessional work in support of administrative specialists or technical professionals. These activities require a substantial knowledge of administrative rules, regulations, procedures, program requirements, or the application of a variety of laboratory and technical processes and procedures acquired through on-the-job training and experience. Jobs in this category include: secretary, clerk-typist, clerk-stenographer, administrative technician, environmental protection assistant, computer clerk/assistant, accounting clerk/assistant, budget clerk/assistant, management clerk/assistant, data transcriber (includes keypunch operator--full performance level), computer operator, laboratory technician (including biological, engineering, and physical science specialties), legal clerk/technician, editorial assistant, and library technician.

c. *Technical/Administrative.* Positions in this category involve creative, analytical, evaluative, and interpretive work. They require a range and depth of knowledge and judgment which can be acquired only through familiarity with the principles, methods, and techniques of a particular occupational field. These skills are typically acquired through completion of a full curriculum at a college or university,

several years of on-the-job training and experience or a combination of the two. Included in this job category are journeyman-level administrative positions, such as environmental protection specialist, paralegal specialist, program analyst, computer specialist/ programmer/analyst, management analyst, technical writer-editor, librarian, technical information specialist, investigator, and the like. Also included are technician positions that operate at the senior journeyman level, such as senior laboratory technician (including biological, engineering, and physical science specialties).

d. *Professional*. This category includes positions that involve full-performance, creative, analytical, evaluative, and interpretive work. This requires a range and depth of knowledge and judgment such as can be acquired only through familiarity with a professional field. This is typically acquired through completion of a full curriculum at a recognized college or university. This job category includes: attorney, auditor, accountant, mathematician, life scientist (such as toxicologist, zoologist, and biologist), engineer (such as, environmental, mechanical, nuclear, and chemical), and physical scientist (such as, hydrologist, physicist, chemist, and geologist). There are limits on the activities professionals hired under the SEE program can perform for EPA; for example, they cannot serve as EPA's official representative in negotiations with other Agencies or countries. If you have any questions on the activities which can be performed, contact the SEE Program Director.

## EPA SCHEDULE OF PAY SCALE REIMBURSABLES LIMITS

Below are given the limits of pay reimbursable to the grantee by EPA. Exceptions can be made by the EPA SEE Corps program director in exceptional cases. These limits are periodically reviewed, and if necessary revised by EPA.

### Maximum Per Hour

- Clerical/Assistant I ..... \$7.00
- Clerical/Assistant II ..... 8.25
- Technical/Administrative \$10.00
- Professional ..... 12.00

## PAY INCREASES

Pay increases are provided for enrollees whose work is satisfactory. This is done in connection with the grantee's periodic performance evaluation process.

- A pay increase of \$0.25 an hour (until the top of the range is reached) may be granted every six months.
- If the time interval between increases is greater than nine months, a \$0.35 increase may be given.
- If the time interval between increases is one year or more, a \$0.50 increase may be given.

If you wish to compensate a senior citizen at a rate higher than the SEE program approved rate, you should consider other employment options such as a reinstated annuitant, consultant or the regular Civil Service System.

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- (1) result in the displacement of individuals currently employed by the environmental agency concerned (including partial displacement through reduction of nonovertime hours, wages, or employment benefits);
- (2) result in the employment of any individual when any other person is in a layoff status from the same or substantially equivalent job within the jurisdiction of the environmental agency concerned; or
- (3) affect existing contracts for services.

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**APPENDIX THREE  
SENIOR ENVIRONMENTAL EMPLOYMENT PROGRAM  
PLACEMENT RECORD**

POSITION	Biology Technician			Pay	Hours
				\$7.50	35
LOCATION	Biology Division, Environmental Research Center, Nowhere, Iowa				
MONITOR	Dr. Richard Jones, Chief, Exobiology Branch				
DATE OF JOB ORDER	Sep.9,1986	DATE JOB FILLED	Sep.19,1986	GRANTEE REPR.	Bill Smith
Other			Exobiology experience vital		

CANDIDATES					
NAME	1 Sex	2 Race Status	3 Hand	4 Action	Comments
Jane Jones	F	B		NS	No exobiology experience
Henry Irving	M	W		NS	Poor references. Performance problem
Thomas Gomez	M	H		NS	No recent exobiology experience
Eleanor Whiteagle	F	AI	HP	S	Recent exobiology experience w/NASA. Excellent references.

**Key:**

1 Sex-- M = Male, F = Female.

2 Status-- Designations described in 40 CFR 7.25 AP = Asian/Pacific Islander, B = Black, AI = American Indian or Alaskan Native, H = Hispanic, W = White.

3 Hand -- Handicapped. Enter HP for handicapped person (see 40 CFR 7.25)

4 Action -- S = Selection, NS = Nonselection.

\* This information is required for statistical purposes only.

Public Law 98-313  
98th Congress

## An Act

To establish a program of grants administered by the Environmental Protection Agency for the purpose of aiding State and local programs of pollution abatement and control. June 12, 1984  
(S. 518)

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Environmental  
Programs  
Assistance Act of  
1984.

## SHORT TITLE

SECTION 1. This Act may be cited as the "Environmental Programs Assistance Act of 1984". 42 USC 4368a  
note.

## ENVIRONMENTAL PROGRAMS

SEC. 2. (a) Notwithstanding any other provision of law relating to Federal grants and cooperative agreements, the Administrator of the Environmental Protection Agency is authorized to make grants to, or enter into cooperative agreements with, private nonprofit organizations designated by the Secretary of Labor under title V of the Older Americans Act of 1965 to utilize the talents of older Americans in programs authorized by other provisions of law administered by the Administrator (and consistent with such provisions of law) in providing technical assistance to Federal, State, and local environmental agencies for projects of pollution prevention, abatement, and control. Funding for such grants or agreements may be made available from such programs or through title V of the Older Americans Act of 1965 and title IV of the Job Training Partnership Act. 42 USC 4368a.  
Aged persons.  
42 USC 3056.

(b) Prior to awarding any grant or agreement under subsection (a), the applicable Federal, State, or local environmental agency shall certify to the Administrator that such grants or agreements will. not-- 42 USC 3056.  
29 USC 1671.  
Employment and  
unemployment

(1) result in the displacement of individuals currently employed by the environmental agency concerned (including partial displacement through reduction of nonovertime hours, wages, or employment benefits);

(2) result in the employment of any individual when any other person is in a layoff status from the same or substantially equivalent job within the jurisdiction of the environmental agency concerned; or 98 STAT. 236

(3) affect existing contracts for services.

(c) Grants or agreements awarded under this Act shall be subject to prior appropriation Acts.

Approved June 12, 1984.

LEGISLATIVE HISTORY--S.518:

CONGRESSIONAL RECORD. Vol. 130 (1984):

Mar. 26, considered and passed Senate.

May 23, considered and passed House, amended.

May 24, Senate concurred in House amendment.