

**SEE Enrollee Assignment Categories and
Schedule of Assignment Reimbursable Limits**

<u>Position Assignment Categories</u>	<u>Entry Wage</u>	<u>Maximum for Level</u>
<u>Level 1</u> – Clerical/Non-Typing: messenger; receptionist; filing clerk; copy machine operator	\$7.27	\$9.70
<u>Level 2</u> – Clerical/Typing: clerk-typist; administrative assistant; secretary	\$8.78	\$12.12
<u>Level 3</u> – Technical (Non-Degree): writer-editor; technical researcher; technical writer	\$10.30	\$13.92
<u>Level 4</u> – Professional (Individuals with degrees that are required to perform the position assignments): engineer; scientist	\$12.72	\$18.16

The SEE Program provides the enrollees with meaningful work, while they are gaining new experiences enabling them to move into better paying, more permanent positions outside the SEE Program, should they wish. The program is not intended to, and does not compete with the Civil Service hiring or compensation systems. Enrollees are used to support, not supplant, Federal employees. A new SEE enrollee must start in the SEE Program at the introductory pay scale for the level of the Position Description under which she/he is enrolled.

Figure 3-2

Once a person is enrolled as a new enrollee under a particular level category, they progress through the pay range of that level with an annual fifty cents per hour increase, if the position is renewed. Each fifty cents per hour pay raise takes effect on the anniversary date of their enrollment, until they reach the ceiling (maximum) of that particular pay level.

When an enrollee changes assignments (enters into a new enrollment agreement) which entails a change from one level to another level, the effective date of the new enrollment becomes the new anniversary date for future pay increases.

When an enrollee with a wage higher than the proposed new assignment level starting wage is reclassified to the higher level, the enrollee will automatically receive a fifty cent per hour increase.

When an enrollee with a wage lower than the entry level of the new assignment level is reassigned to a higher level position, the enrollee's wage will be adjusted to the entry wage of the higher level, or receive a fifty-cent per hour increase, whichever is higher.

When an enrollee is reassigned to a lower level position, the enrollee may receive the maximum hourly rate of the lower level, or maintain their current hourly rate, whichever is lower.

Figure 3-2 (con't)