



SENIOR ENVIRONMENTAL EMPLOYMENT (SEE) PROGRAM

PROGRAM OVERVIEW

WHAT IS THE SEE PROGRAM?

The Senior Environmental Employment (SEE) Program, authorized by the Environmental Programs Assistance Act, provides an opportunity for retired and unemployed older Americans age 55 and over to share their expertise with the Environmental Protection Agency (EPA). The program draws upon the vast pool of talent, experience and skills possessed by mature workers.

HOW THE SEE PROGRAM WORKS:

The EPA awards cooperative agreements to national aging organizations through a grant process. Senior Service America, Inc. (SSAI), recruits, screens, enrolls and pays the salaries to older workers under the SEE Program. SEE Enrollees are not federal employees, nor are they employees of SSAI; rather they are *Enrollees* in the SEE Program. SSAI works with the requesting EPA office to develop assignments/positions. On-site, the SEE Enrollee is directed in daily activities by an EPA employee (called a *Monitor*). SSAI acts in an administrative capacity, overseeing the Enrollees' program needs. SEE assignments are not permanent; SEE Enrollees sign a renewable, one-year enrollment agreement.

WHAT WORK DO SEE ENROLLEES PERFORM:

The work being performed by SEE Enrollees provides vital support to the overall goal of the EPA to protect the environment. Currently, hundreds of SEE Enrollees work in various EPA offices around the country. SEE Enrollees work at part-time and full-time assignments, depending on the particular needs of the requesting EPA office. Assignments range from general clerical and secretarial support to highly technical positions such as chemical engineers, public relations specialists and environmental investigators. SEE Enrollees are not allowed to perform inherently governmental functions.

WAGES AND BENEFITS:

There are four job categories/levels in the SEE Program based upon level of skills required and the responsibilities involved. SEE Enrollees' wage rates are set by US EPA SEE Program Office and are not negotiable. A modest increase to the hourly wage rate is given to the Enrollee on renewal of annual Enrollment Agreement, up to the maximum set for the level.

(Starting Pay (Non-Negotiable))

Level I: \$7.27/hour

Clerical/Non-Typing

Level II: \$8.78/hour

Light Clerical/
Laboratory Support

Level III: \$10.30/hour

Administrative &
Technical Support

Level IV: \$12.72/hour

Professional & Scientific
Positions

SEE Enrollees also receive generous fringe benefits including: three weeks' vacation leave, and two weeks of sick leave and one personal day per year (pro-rated for part-time Enrollees); and are paid for all Federal holidays. Enrollees working 30 hours a week or more are covered by a comprehensive health insurance plan, with premiums paid by SSAI; Enrollees are eligible to participate in a dental insurance plan for a modest cost through payroll deduction.



SENIOR SERVICE AMERICA, INC.

Senior Service America, Inc. (SSAI) is a SEE Program Grantee (as described above). EPA commits funding to support the SEE Program to SSAI, who in turn process payroll and handle fringe benefits.

For more information please visit our website @ www.seniorserviceamerica.org