



PROGRAM OVERVIEW

WHAT IS THE SEE PROGRAM?

The Senior Environmental Employment (SEE) Program, authorized by the Environmental Programs Assistance Act, provides an opportunity for mature workers to share their expertise with the Environmental Protection Agency (EPA). The program draws upon the vast pool of talent, experience and skills possessed by these individuals. To be eligible for the SEE Program, individuals must be at least 55 years old and legally eligible to work in the United States.

HOW THE SEE PROGRAM WORKS:

The EPA awards cooperative agreements to national aging organizations through a grant process. The Grantee recruits, screens, hires and pays the salaries to older workers under the SEE program. SEE workers are not federal employees, nor are they employees of the Grantee organization; rather they are *Enrollees* in the SEE Program. The Grantee organization 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*). The Grantee organization 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)

**In locations where the minimum wage is greater than the wage listed above, the SSAI SEE Program will comply with the Local/State minimum wage law.*

<u>Level I: \$7.27/hour</u>	<u>Level II: \$8.78/hour</u>	<u>Level III: \$10.30/hour</u>	<u>Level IV: \$12.72/hour</u>
Clerical/Non-Typing	Light Clerical/Laboratory Support	Administrative & Technical Support	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 paid Federal holidays. Enrollees working 30 hours a week or more are covered by a comprehensive health insurance plan, with premiums paid by SSAI (medical coverage is only available to Enrollee; spouses or other dependents are not eligible for coverage). 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