

2010 STUDENT SUMMER HIRE PROGRAM
FLEET READINESS CENTER EAST (FRC EAST)
CHERRY POINT, NC

Frequently Asked Questions (FAQs)

1. What will be my work schedule be if selected for the program?

You will be working 40 hours a week, eight hours a day, Monday through Friday. Your assigned supervisor has the flexibility to establish your work schedule. Examples of work schedules (30-minute lunch): 6:30 a.m. - 3:00 p.m.; 7:00 a.m. - 3:30 p.m.; 7:30 a.m. - 4:00 p.m.; 8:00 a.m. - 4:30 p.m.

2. Where will I be working?

Your actual work location is dependent on which team or department you are assigned. A majority of the work assignments are in typical office environments; however, you may be asked or required to enter the industrial areas in the course of your duties.

3. How much will I be paid?

Your pay is dependent on your experience and/or educational level. The summer positions for which we are hiring are Clerk, Engineering Aid/Tech, and Environmental Protection Assistant. Salary will range from \$9.74- \$13.41.

4. Will I be able to take vacation days or time off for illness during this time period?

You will earn four hours of vacation (annual leave) and four hours of sick leave each pay period. Our pay periods are two weeks in duration (80 work hours). You may take leave at the discretion of your immediate supervisor. Annual leave can be taken at any time with prior approval of your supervisor. Sick leave is to be used for illness/injuries/doctor's appointments, etc., again with approval of your supervisor. As a government employee, you are also entitled to paid federal holidays (Memorial Day, Monday, May 31, 2010; Independence Day, Monday, July 5, 2010; Labor Day, Monday, September 6, 2010).

5. How long can I work this summer?

Under this program, employment is limited to no more than 120 calendar days. However, under this program, you must be officially off the government rolls by September 30, 2010.

6. Will I get paid for any leave (annual or sick) which I haven't used during the summer?

You will be compensated for any unused annual leave remaining at the end of your work period. This leave is compensated at the same hourly rate that you are paid. Typically, pay for unused annual leave is included in your last paycheck. You will not receive compensation for any unused sick leave.

7. How often do I get paid?

You will be paid every two weeks. Paydays are every other Friday. Pay is only received via direct deposit requiring you to have a bank account capable of accepting direct deposit.

8. What can I wear to work?

In general, you are expected to wear clean, non-frayed pants and shirt. Business casual (no jeans) attire shall not display morally crude, vulgar, or offensive language, pictures, symbols, and so on. Clothing must conceal the torso. Clothing should be comfortable, but shall be worn so as not to allow indecent exposure when bending or stretching. You will receive an employee handbook describing the dress code in detail upon reporting for your summer employment.

9. Will I have access to base activities, i.e. golf course, gym, fishing, equipment rental, commissary?

As a government employee you may use a select number of base and Marine Corps Community Service (MCCS) facilities. You can find a complete list at <http://www.mccscherrypoint.com/>. You will not have access to the exchange or commissary.

10. What criteria is used in hiring?

We consider your college/high school curriculum, your GPA, your career field interest, community service, and any employment history.

11. What kind of work will I be doing?

It depends on the position for which you are hired. There are a wide variety of roles, such as directly supporting engineers, lab personnel, production, or clerical, etc.

12. What is proof of enrollment?

Any ONE of the following documents is acceptable:

- A high school transcript or current report card if you are entering your senior year
- A letter from the high school on official letterhead and signed by a high school official indicating current student status
- A letter of acceptance from a college or vocation school for the upcoming school year
- Most recent Unofficial transcript (preferable for current college students)
- Letter from Principal, Registrar, Dean, or Admissions Department
- Paid Tuition Bill
- Current/Next Semester Course Schedule issued by the school

13. What if I don't have proof of enrollment at the time I apply?

If, at the time you submit your application, you are not enrolled in a college or you are waiting for a letter of acceptance, provide a letter of intent signed by you, indicating your intent to attend college the upcoming fall term. However, if you receive a job offer, proof of enrollment must be received no later than two weeks prior to your starting date or the job offer will be rescinded.

14. Will I have to take a drug test?

A pre-employment drug test is not required for the 2010 Student Summer Hire Program; however, the FRC East is a drug-free federal workplace and all federal employees are to refrain from using illegal drugs on or off duty. The FRC East maintains the right to take action against employees if they suspect drug usage, up to and including termination.