**MEMORANDUM**

**TO:** Directors, Human Resources Management/Personnel

**FROM:** Director, Division of Classification and Compensation

**SUBJECT:** State Fiscal Year 2010-11 Memorandum **(Effective April 2014)** of Revised Salaries for CSEA Represented Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiating Unit Traineeship Titles

**DATE:** January 2015

**\* \* \* \* \* \* \* \* \* \* \* \***

This Memorandum supersedes all previous Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiation Unit Traineeship Advisory Memoranda.

These revised salary rates are **Effective April 2014** and apply to all parenthetics.

As in previous years, Traineeship information is provided in an Excel spreadsheet. The spreadsheet can be found on the Department of Civil Service’s Web Site at <http://www.cs.ny.gov/businesssuite/Appointments/Traineeships/>. The spreadsheet only will be updated when a Traineeship is added, deleted, or amended.

The following attachments explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions and Traineeship salary rate progression scenarios.

This information is for ***general information purposes only*** and should not be used to make an official offer or commitment to any employee. Questions regarding titles and salary rates should be directed to your Division of Classification and Compensation analyst. Questions regarding payroll preparation and salary rate calculation should be directed to the Office of the State Comptroller and/or the Office of the State Comptroller’s Salary Manual.

Please distribute copies to your appropriate personnel and payroll staff.

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Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

**Headers and Descriptions**

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| **Header** | **Description** |
| **Trainee Title** | This column displays the Traineeship title(s). |
| **Equated Salary Grade** | Though Traineeship pay scales are considered non-graded, most Traineeships in most bargaining units are equated to a salary grade, meaning that in most cases the starting salary of the Traineeship will be the same as a graded employee’s pay at the indicated “equated” grade. This column shows the salary grade to which a given Traineeship is equated. NA means that a particular Traineeship is not equated to a salary grade.  Certain Traineeship salaries in certain Counties are subject to an increase to address recruitment difficulties; those are noted when and where appropriate.  Some salaries for other Traineeships, due to union contracts, also are presented as the equated amount plus a specific dollar amount. That dollar amount is increased by a percentage that matches the percentage raise in the currently operative union contract for the negotiation unit at issue.  There will be cases, based on prior graded State service, where State employees appointed to a Traineeship will be compensated at a higher rate than those indicated on the Excel spreadsheets. In these as in all cases, the actual compensation paid to these employees will be determined by the Office of the State Comptroller. |
| **Equated Salary Grade Hiring Rate** | This column shows the salary associated with the equated salary grade (per the pay scale for these units effective April 2014), or the actual starting salary in non-equated Traineeships.    This amount does not include any extra dollar amounts listed in the Equated Salary Grade column, whether based on contract or on recruitment difficulties in a given County. |
| **Service Payment** | This number represents the performance advancement increment value associated with the equated salary grade of a title (please take appropriate note of the relevant footnotes and qualifiers, however). State employees who successfully have completed fifty-two (52) weeks in a Trainee level are eligible for a Service Payment (exceptions apply and they will be appropriately noted). The addition of a Service Payment cannot allow any employee’s salary to exceed the “Not To Exceed Amount” of a Trainee title, under most conditions. |
| **Not To Exceed Amount** | This number represents the Job Rate of the Salary Grade to which a Traineeship has been equated. Due to prior graded State service, certain State employees can enter a Traineeship above this rate and progress beyond this rate as a result of an “Increase Upon Completion” payment. |
| **Full Performance Level Title** | This column shows the “graded” title to which all State employees move upon successful completion of a Traineeship. (Sometimes also known as the “Target Title.”) |
| **Grade** | This is the salary grade of the title to which all State employees move upon successful completion of a Traineeship (the salary grade of the Target title or full performance level title). |
| **Increase Upon Completion** | This number represents the performance advancement increment value associated with the salary grade of the Target Title (unless otherwise noted). This type of compensation only is available to State employees who successfully have completed a Traineeship that entered the Traineeship with prior graded State service, and have advanced to a higher graded position via the Traineeship. This amount is added on top of a Trainee’s attained salary upon successful completion of a Traineeship. The addition of an "Increase Upon Completion" is not subject to the listed "Not To Exceed Amount." |

**ATTACHMENT B – SPREADSHEET FOOTNOTE DESCRIPTIONS**

**Footnote Descriptions**

(Note that some of these descriptions also are contained within the spreadsheet itself, but not all are. Please consult both this memorandum and the footnotes contained within the spreadsheet itself.)

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| --- | --- |
| **Footnote** | **Description** |
| \* | Signifies that the structure of the length of this Traineeship is different than the normal fifty-two (52) week, one hundred and four (104) week, and one hundred and fifty-six (156) week structures typically seen. The most-common alternative arrangement in the CSEA-represented units is a short-term Traineeship, lasting approximately twenty-six (26) weeks. |
| \*\* | Signifies that a given Traineeship’s equated rates are subject to a difference within certain Counties, to address recruitment difficulties, as described above and as noted on the Excel spreadsheet. |
| 1 | Signifies that upon satisfactory rating, a “Service Payment” is paid at twenty-six (26) week intervals. (This footnote is not used in the current edition of the Excel spreadsheet but is maintained for continuity.) |
| 2 | Signifies that a “Service Payment” is only payable upon completion of a set number of competencies, as indicated in the spreadsheet. |
| 3 | Signifies that the marked and indicated amounts are flat rates that do not correspond to the performance advancement increment value of the identified titles. However, these rates are inflated by any general salary increase granted to the associated negotiation. |

**ATTACHMENT C – SALARY RATE PROGRESSION SCENARIOS \***

**A. Traineeships of One (1) Year or Less**

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| --- | --- |
| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a Traineeship.  **Ending Compensation** – The Hiring Rate of the actual title **OR** current salary plus “Service Payment.” |
| **Prior Graded State Service** | **Starting Compensation** – The higher of the Hiring Rate of a Traineeship **OR** current graded salary. However, if an employee’s current graded position is higher than that which will be achieved at the end of a Traineeship, the employee’s salary may be reconstructed based upon the grade level of the targeted full performance level title (the “Target Title”).  **Ending Compensation** – The higher of the current Traineeship salary plus the “Service Payment” of the Trainee title (Not to Exceed the Job Rate of the Trainee title) plus the “Increase Upon Completion” of the Trainee title **OR** the Hiring Rate of the full performance or “Target Title.”  However, under circumstances where an employee did not receive a salary increase upon appointment **AND** did not receive a “Service Payment” during or at the end of a Traineeship, an employee’s salary will be calculated as the higher of: 1) the Hiring Rate of the full performance or “Target Title;” **OR** 2) the addition of the “Increase Upon Completion” amount on top of the current salary; **OR** 3) the current salary increased pursuant to the negotiated promotion calculation. |

**B. Traineeships Longer than One (1) Year**

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| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a Traineeship.  **Compensation Progression** – The Hiring Rate of a Trainee title in conjunction with the movement between Trainee levels. This will occur for each level of advancement only if rated satisfactory in the Traineeship (this advancement requires processing by each agency).  **Ending Compensation** – The Hiring Rate of the full performance level title (which also sometimes is called the “Target Title”). |
| **Prior Graded State Service** | **Starting Compensation** – The higher of the Hiring Rate of a Traineeship **OR** current graded salary. However, if an employee’s current graded position is higher than that which will be achieved at the end of a Traineeship, the employee’s salary will be reconstructed based upon the grade level of the targeted title.  **Compensation Progression** – The higher of the Hiring Rate of the Trainee title in conjunction with the movement between Trainee levels **OR** the current salary plus a “Service Payment” (Not To Exceed the Job Rate of the Trainee title). This will occur for each level of advancement only if rated satisfactory in the Traineeship (i.e., this advancement requires processing by each agency).  **Ending Compensation** – The higher of the current Traineeship salary plus the “Service Payment” of the Trainee title (Not to Exceed the Job Rate of the Trainee title) plus the “Increase Upon Completion” of the Trainee title **OR** the Hiring Rate of the full performance level title. However, under circumstances where an employee did not receive a salary increase upon appointment **AND** did not receive a “Service Payment” during or at the end of a Traineeship, an employee’s salary will be calculated as the higher of: 1) the Hiring Rate of the full performance level title; **OR** 2) the addition of the “Increase Upon Completion” amount on top of the current salary; **OR** 3) the current salary increased pursuant to the negotiated promotion calculation. |

\* These are for general scenarios and the Office of the State Comptroller should be contacted about specifics. (Baring exceptions, salaries are calculated consistent with the most-recently chaptered pay bills.) Please note that: 1) certain Traineeships allow for “fast-tracking” and the Division of Classification and Compensation should be contacted for more information; and 2) in the case where a Traineeship is extended beyond its normal time frame, the Office of the State Comptroller should be contacted about salary compensation information.