**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2015-16 Memorandum **(Effective April 2015)** of Revised Salaries for CSEA Represented Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiating Unit Traineeship Titles

**DATE:** May 2015

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

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

These revised salary rates are **Effective May 2015** and apply to all parenthetics.

Traineeship information is being provided in an Excel spreadsheet, as it has in prior years. 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 or when a salary schedule changed, and/or at the start of a new Fiscal Year. A new salary schedule, for example, would count as a Traineeship being amended, and thus a new spreadsheet will be produced.

This update, for May 2015, reflects the fact that the Traineeship leading to the Target Title of Data Entry Machine Operator has been eliminated, as a consequence of the Title Structure Change creating the Office Assistant title series.

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 the Division of Classification and Compensation analyst who handles your agency. 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 non-Graded, most Traineeships in most negotiation 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, and/or a particular Traineeship Level, 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 also are presented as the equated amount plus a specific dollar amount. That dollar amount typically is increased by the amount of the General Salary Increase 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 2015), 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. That amount will be noted next to the Equated Salary Grade Hiring Rate, or in a footnote, or both. |
| **Service Payment** | This number represents a concept similar to “Performance Advancement” or “Performance Advance” in other units’ Traineeships – with the exception that in these units it can be payable upon completion of a one-year Traineeship. (More typically, the concept is associated with the middle of a Traineeship level). This number represents the Performance Advancement increment value associated with the equated Salary Grade of a Traineeship 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 noted as appropriate). 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** | Under most conditions, a Trainee cannot make more than this amount during the Traineeship. For Traineeships in these units, this number represents the Job Rate of the Salary Grade to which a Traineeship or Traineeship Level 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. (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** | For most non-security Traineeships in most units, including the ones described in this spreadsheet, 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." (The “Not to Exceed Amount” applies during the Traineeship – upon completion, the Traineeship is over.) |

**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 these units is a short-term Traineeship, lasting approximately twenty-six (26) weeks. One Traineeship, that leading to the Target Title of Law Department Document Specialist, is seventy-eight (78) weeks in length. |
| \*\* | Signifies that a given Traineeship’s equated rates are subject to a difference within certain Counties, to address recruitment difficulties, as noted on the Excel spreadsheet. This difference will be phased out, gradually, as the Hiring Rate of the grade to which the Traineeship Level is equated eclipses it. At present there is only one Traineeship for which this special rate is payable, the one leading to the Target Title of Highway Maintenance Worker 1. |
| \*\*\* | Signifies that until June 2014 this title was known as State Police Communications Specialist. |
| 1 | Signifies that upon satisfactory rating, a “Service Payment” is paid at twenty-six (26) week intervals. (This footnote applied to a Traineeship which currently is inactive, is not present in the current edition of the Excel spreadsheet, and solely is maintained for the sake of continuity.) |
| 2 | Signifies that for this Traineeship, the “Service Payment” only is 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. Typically, these rates are increased by any General Salary Increase granted to the associated negotiation unit. |

**ATTACHMENT C – SALARY RATE PROGRESSION SCENARIOS**

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.

Certain Traineeships allow for “fast-tracking,” formally known as “Early Advancement,” and the Division of Classification and Compensation should be contacted for more information. Early Advancement primarily is associated with negotiation units other than the ones at issue in this document – especially PS&T.

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.

**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 Target 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 Full Performance Level Title (the “Target Title”).**Ending Compensation** – The higher of the current Traineeship salary plus the “Service Payment” of the Trainee title (typically cannot go higher than the Job Rate of the Target Title) plus the “Increase Upon Completion” of the Trainee title **OR** the Hiring Rate of the Full Performance Level Title (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 Level Title (“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 (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 Target 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” (usually subject to the listed Not to Exceed Amount). 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 (typically cannot go higher than the Job Rate of the Target Title) plus the “Increase Upon Completion” of the Trainee title **OR** the Hiring Rate of the Full Performance Level Title (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 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. |