**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2016-17 Memorandum (Effective April 2016) of Revised Salaries for Managerial/Confidential (06) Traineeship Titles

**DATE:** April 2016

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This Memorandum supersedes all previous Managerial/Confidential (06) (M/C) traineeship Advisory Memoranda, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are effective April 2016 and apply to all parenthetics. (Every effort was made to note when a title has parenthetics into which the main title’s traineeship, or a traineeship dedicated to the parenthetic, can lead, but it is possible parenthetics exist when not specifically noted herein.) Cases exist where specific positions in certain titles which primarily are in another unit (primarily Professional, Scientific, and Technical, or PS&T / NU 05) may be classified on occasion as M/C. In these cases, the relevant unit’s traineeship spreadsheet should be consulted. If it is not found there, then typically the rules from the unit within which most positions in the Target Title are located, but the amounts applicable to the unit within which the individual position is located, should be applied (for example: PS&T rules, M/C amounts). Because most traineeships rules now mostly are consistent across negotiation units, rule differences should be minimal. If you feel there is some specific reason another practice either is in effect, or should be considered, please contact the Classification and Pay Analyst currently assigned to your agency and/or the Office of the State Comptroller. The Office of the State Comptroller also should be contacted for any questions regarding the payment of particular employees in particular situation. As a general rule, where M/C and any other unit overlap, the other unit is the default unit for the title.

Neither this memorandum nor the spreadsheet covers Legal Traineeships, which are the subject of separate documents. For information on those please consult the dedicated Legal Traineeship documents and/or contact the Classification and Pay Analyst currently assigned to your agency. The Legal Traineeship documents will cover both PS&T and M/C Legal Traineeships.

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/](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. These documents reflect the new statutory salary schedule taking effect April 2016.

The following attachments seek to explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions, traineeship salaries, and common 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 the Classification and Pay Analyst currently assigned to 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 of this memorandum to your appropriate human resources and payroll staff.

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Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND AND FOOTNOTE DESCRIPTION**

**Headers and Descriptions**

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| **Header** | **Description** |
| **Trainee Title** | This column displays the name(s) of the traineeship. Note that in some cases this may differ from the name of the Target Title. In either case, this cell on the spreadsheet represents the formal, official Title of a given Trainee in the traineeship at issue.  |
| **Equated Salary Grade** | Though traineeship pay scales are non-Graded, most traineeships, including all M/C traineeships, are equated to a Salary Grade. This means that in most cases traineeship salaries and most applicable Performance Advancement amounts and the like are tied to statutory salary levels for the indicated equated grade. |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated Salary Grade (per the M/C pay scale effective April 2016).(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 spreadsheet. The actual salary for these employees will be determined by the Office of the State Comptroller.) |
| **Performance Advancement** | State employees who successfully have reached the mid-point of a Traineeship Level, and/or completed a Traineeship Level (these numbers are calculated in weeks and depend on the length of a traineeship), and/or have completed the traineeship, AND have been granted the highest possible performance rating for that traineeship (usually the moniker is “Substantially Exceeds Expectations,” sometimes “Outstanding,” sometimes just “Substantially Exceeds,” and sometimes a certain term specific to a given traineeship) may be eligible for a Performance Advancement depending on evaluation and in various circumstances (certain exceptions apply). The Performance Advancement is the value of the Performance Advancement of the M/C Grade to which the Traineeship Level is equated. (For example, the Performance Advancement of a Trainee 1 title which is equated to Grade 13 would be the standard, statutory M/C Grade 13 Performance Advancement amount.)  |
| **Not to Exceed Amount** | This number represents a salary rate most Trainees, under most conditions, cannot exceed during the traineeship, even when the Trainee’s pay reflects prior State service. For most traineeships, this number represents the Job Rate of the Target Title. For example, if a given two-year traineeship leads to a Grade 18 Target Title, the Not to Exceed Amount is the Job Rate of Grade 18. In the event that a given Trainee enters the traineeship with a salary over this amount due to prior State service, the Office of the State Comptroller should be contacted for information. |
| **Full Performance Level Title** | This is the Graded title to which trainees move upon successful completion of a traineeship. This also is called the “Target Title,” “Journey Title,” “Journey Level Title,” or similar such moniker. Once this is achieved the Trainee has successfully completed his or her traineeship. Grade equation no longer is an issue; the employee is in an allocated title. |
| **Grade** | This is the Salary Grade associated with the Full Performance Level Title (or “Target Title”); the Grade level arrived at upon successful completion of a traineeship. At this point grade equation no longer is an issue. The employee is in an allocated title. |
| **Increase upon Completion** | As is the case with most traineeships in most units, this number represents the Performance Advancement of the Target Title. This type of compensation only is available to State employees who successfully have completed a traineeship who also entered the traineeship with prior graded State service, and have advanced to a higher graded position by way of the traineeship. This amount is added on top of a Trainee’s attained salary upon successful completion of a traineeship. The Increase Upon Completion is the Performance Advancement of the Target Title’s grade. |

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| **Footnote**  | **Description** |
| \* | Typically, this signifies that positions within these Trainee Titles can be classified in various negotiating units. (Usually this refers to some positions being classified in PS&T and some in M/C.) For those positions classified as M/C (06), follow the salary information in the M/C Advisory Memorandum – the one you currently are reading. For those positions classified in other negotiating units, see the other spreadsheets, and/or apply the rule described above for traineeships not listed on the other applicable documents, and/or contact the Classification and Pay Analyst assigned to your agency, and/or contact the Office of the State Comptroller for specific salary information. If a given traineeship is not cross-listed, but still is found in more than one unit, the general rule is to apply the traineeship rules from the unit within which most positions in the Target Title are located but the amounts from the unit within which the particular traineeship position is located.  |

**ATTACHMENT B – ADVANCED PLACEMENT**

 Sometimes, Trainees may be appointed beyond the Trainee 1 level of a given traineeship. This mechanism is known as “Advanced Placement.” Certain traineeships have had Advanced Placement for a long time, but many more have it subsequent to the establishment of the Professional Career Opportunities (PCO) exam.

One scenario for Advanced Placement is when a person who had served as a Student Assistant, NS, performing the same duties that he or she would have performed as a Trainee 1, for about a year, successfully is appointed from the PCO list, and then is “Advanced Placed” to Trainee 2. Another is when a person enters the traineeship with certain levels and types of education determined to be relevant.

 When Advanced Placement occurs, the Trainee in most cases should be paid the amount associated with the Grade to which the traineeship Level he or she is appointed to is equated. For example, an individual Advanced Placed off of the PCO list to the title of Human Resources Specialist Trainee 2 should be paid at the Grade 14 level, because the second level of that traineeship is equated to Grade 14. Employees transferring into a traineeship from elsewhere in State service may be paid a different amount, pursuant to normal payroll rules.

Advanced Placement typically is at employer discretion. Advanced Placement and Early Advancement cannot be combined and should not be confused.

**ATTACHMENT C – EARLY ADVANCEMENT**

 Two year traineeships in the PS&T and M/C units that lead to a Target Title that is allocated Grade 18 and is in the Competitive Class may be subject to “Early Advancement,” also known as “Fast-Tracking.” Under Early Advancement, Trainees may be advanced to the Target Title at the Mid-traineeship Level of Trainee 2, and/or at any time between then and the end of the traineeship, if they have received the highest-possible Performance Rating for that traineeship at that point and at the prior rating point (the transition from Trainee 1 to Trainee 2). Early Advancement always is at employer discretion.

As noted elsewhere in this memorandum, a Trainee being Early Advanced may benefit from a Performance Advancement at the time of his or her being advanced, depending upon performance review, current salary, and/or the particulars of that individual’s status or situation.

 Advanced Placement and Early Advancement cannot be combined and should not be confused.

**ATTACHMENT D – SALARY RATE PROGRESSION SCENARIOS**

 These are for general scenarios and the Office of the State Comptroller always should be contacted about specifics as they relate to a given employee or instance, especially when a given case is anomalous, atypical, or unusual in some way.

Baring certain unusual exceptions, traineeship salaries are calculated consistently with the most-recently chaptered pay bills.

First, some commonly used traineeship terms will be presented and defined so that the scenarios presented will be more understandable. Then, the most-common scenarios will be presented.

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| **Term** | **Definition** |
| Mid-Traineeship Level | 26 Week Interval AND 78 Week Interval (the mid-points of Trainee 1 and Trainee 2). |
| End of the Traineeship Level | 52 Week Interval (the point where transition from Trainee 1 to Trainee 2 or dismissal is typical). |
| Completion of the Traineeship | 104 Week Interval (the point where appointment to the Target Title or dismissal is typical). |
| Substantially Exceeds | “Substantially Exceeds,” synonymous with “Substantially Exceeds Expectations,” refers to the highest possible performance rating received during a performance evaluation. In some traineeships the term “Outstanding,” or some other moniker specific to a given traineeship, is used to express the concept, but the idea is the same. Unless the context clearly suggests otherwise, throughout these scenarios “Substantially Exceeds Expectations” or “Substantially Exceeds is to be taken as a synonym for whatever the highest rating of a given traineeship is. |

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| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a traineeship.**Compensation Progression** – If rated “Substantially Exceeds Expectations” at the Mid-Traineeship Level interval, add the applicable Performance Advancement on top of the current traineeship salary (the addition of the “Performance Advancement” cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds Expectations” at the Mid-Traineeship Level interval, continue traineeship at current salary. At the end of the Traineeship Level, pay the higher of the current traineeship salary OR the Hiring Rate of the Trainee title in conjunction with the movement between Trainee Levels. Additionally, if rated “Substantially Exceeds Expectations” at the end of a Traineeship Level interval, add the applicable Performance Advancement on top of the new Trainee level salary (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds,” continue the traineeship at the new Traineeship Level salary. (For example, a Trainee who consistently was rated as “Meets Expectations” in a traineeship equated to Grades 13 and 14 at levels one and two respectively would earn the Grade 13 rate only throughout the Trainee 1 level and the Grade 14 rate throughout the Trainee 2 level.)**Ending Compensation** – The higher of the current traineeship salary or the Hiring Rate of the Target Title. If rated “Substantially Exceeds Expectations” when advanced to the Target Title AND also rated “Substantially Exceeds Expectations” at the completion of the prior rating period, add the applicable Performance Advancement on top of the higher of the current traineeship salary OR the Hiring Rate of the Target Title (the addition of the Performance Advancement cannot make the salary exceed the “Not to Exceed Amount”). If not rated “Substantially Exceeds Expectations” when advanced to the Target Title and at the prior rating interval, do not add the “Performance Advancement” to this salary. |
| **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 Target Title.**Compensation Progression** – If rated “Substantially Exceeds Expectations” at the Mid-Traineeship Level interval, add the applicable Performance Advancement on top of the current traineeship salary (the addition of the Performance Advancement cannot cause the salary to exceed the Not to Exceed Amount). If not rated “Substantially Exceeds Expectations” at the Mid-Traineeship Level interval, continue traineeship at current salary. At the end of the Traineeship Level, pay the higher of the current traineeship salary OR the Hiring Rate of the Trainee Title in conjunction with the movement between Trainee Levels. Additionally, if rated “Substantially Exceeds Expectations” at the end of a Traineeship Level interval, add the applicable Performance Advancement on top of the new Trainee level salary (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds,” continue traineeship at the new Trainee level salary.**Ending Compensation** – The higher of the current salary plus the Increase upon Completion OR the Hiring Rate of the Target Title. If rated “Substantially Exceeds Expectations” when advanced to the Target Title AND also rated “Substantially Exceeds Expectations” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the current traineeship salary AND the Hiring Rate of the full performance level title (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount). Then pay the higher of the current salary plus the Performance Advancement” plus the “Increase upon Completion” of the Trainee title OR the Hiring Rate of the full performance level title plus the “Performance Advancement.” If not rated “Substantially Exceeds Expectations” when advanced to the Target Title and at the prior rating interval, do not add the “Performance Advancement” to this salary. |