**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 PEF Represented Professional, Scientific, and Technical (05) Negotiating Unit Traineeship Titles

**DATE:** December 2015

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

This Memorandum supersedes all previous Professional, Scientific, and Technical (05) Negotiating Unit Traineeship Advisory Memoranda, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are **Effective April 2015** and apply to all parenthetics. The default Negotiating Unit (05) designation for the titles dealt with in these documents is Professional, Scientific, and Technical Services (PS&T). However, cases exist where specific items in certain titles which primarily are PS&T may be classified on occasion in other negotiating units (primarily but not exclusively the unrepresented Managerial/Confidential, or M/C, unit). In these cases, the relevant unit’s Traineeship spreadsheet should be consulted, and/or Office of the State Comptroller should be contacted for specific salary information. The Office of the State Comptroller also should be contacted for any questions regarding the payment of particular employees in particular situation.

Neither this memorandum nor the spreadsheet cover Legal Traineeships. For information on those please consult the dedicated Legal Traineeship spreadsheet and/or contact your C&C Analyst.

As in previous years, Traineeship information is being provided in Excel spreadsheets. The spreadsheets 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 and/or at the start of a new Fiscal Year. (For example, edits were made in July 2015 to reflect the addition of the Traineeship leading to the title of Business Services Center Analyst; in August 2015, when the name of the State Veterans Counselor title and its accompanying Traineeship were changed to Veterans Benefits Advisor; and in December 2015 to correct certain earlier oversights.) A new salary schedule, for example, would count as a Traineeship being amended, and thus a new spreadsheet will be produced.

It should be noted that, as of the time of writing this memorandum, no salary schedule for the PS&T negotiation unit for the Fiscal Year 2015-2016 has been propagated, and the relevant contract negotiations have not yet been concluded. The same salary schedule that was in effect for the Fiscal Year 2014-2015 still is in effect at present. This document will be revised when a new salary schedule eventually is available.

The following attachments seek to explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions, Traineeship salaries, 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 of this memorandum to your appropriate personnel and payroll staff.

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Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

**Headers and Descriptions**

|  |  |
| --- | --- |
| **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 PS&T Traineeships are equated to a salary grade, meaning that in most cases the starting salary of the Traineeship, as well as the salaries associated with the various levels of the Traineeship, will be the same as a graded employee’s pay at the indicated “equated” grade. NA means a particular Traineeship is not equated to a salary grade. There are a limited number of PS&T Traineeships not equated to grade. Mechanically, rates in those Traineeships typically are calculated similarly, though not identically, to most M/C Traineeships. The specific amounts at issue, however, will differ. In both cases these amounts are increased pursuant to the General Salary Increases for each unit. |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated salary grade (per the PS&T pay scale effective April 2015, which at present is identical to that effective April 2014), or the actual starting salary in non-equated Traineeships. |
| **Performance Advancement** | State employees who successfully have reached the mid-point of a Trainee level and/or completed a Traineeship level (these numbers are calculated in weeks and depend on the length of a Traineeship – one year, two year, or three year) **AND** are rated “substantially exceeds” or “outstanding,” are eligible for a Performance Advancement depending on evaluation **AND** in various circumstances (certain exceptions apply), may receive the Performance Advancement.  In most PS&T Traineeships, the Performance Advancement is the value of the Performance Advancement of the PS&T Grade to which the Traineeship Level is equated. (For example, the Performance Advancement of a Trainee 1 title which is equated to Grade 14 would be the standard PS&T Grade 14 Performance Advancement amount, in most cases.)  In non-equated Traineeships, the Performance Advancement is a different amount, depending upon the specifics of the Traineeship. In most of these, the Performance Advancement payments are based only on ratings received during semi-annual performance evaluations (twenty-six (26) week, fifty-two (52) week, and seventy-eight (78) week intervals). See Attachment C for further information.  During the duration of a Traineeship, the addition of a Performance Advancement cannot allow any employee’s salary to exceed the “Not to Exceed Amount,” under most conditions. |
| **Not to Exceed Amount** | This number represents a salary rate most Trainees cannot go over during the Traineeship. For most PS&T Traineeships, this number represents the Hiring Rate of the full performance level title (the title to which a given Traineeship leads, also known as the Target Title) plus the performance advancement increment value associated with the salary grade of the highest equated graded Trainee title (unless otherwise noted). For example, if a given two-year Traineeship leads to a Grade 18 title, and level 2 of the Traineeship is equated to Grade 14, then the Not to Exceed Amount is the Grade 18 Hiring Rate plus the Grade 14 Performance Advancement increment.  In the Traineeships leading to the Target Titles of Food Laboratory Specialist, Policy Analyst Public Authority 1, and State Program Examiner, and in the non-equated PS&T Traineeships, the Not to Exceed Amount is the Hiring Rate of the Target Title.    Due to prior graded State service, certain State employees can enter a Traineeship above the Not to Exceed Amount, and thus upon completion of the Traineeship and attainment of the Target Title can progress beyond the Not to Exceed Amount as a result of an “Increase Upon Completion” payment. |
| **Full Performance Level Title** | This is the graded title to which trainees move upon successful completion of a Traineeship. Sometimes it also is called the “Target Title.” 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 grated “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 is only 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 addition of an "Increase Upon Completion" is not subject to the listed "Not to Exceed Amount." |

**ATTACHMENT B – SPREADSHEET 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.)

|  |  |
| --- | --- |
| **Footnote** | **Description** |
| \* | Typically, this signifies that positions within these Traineeship titles can be classified in various negotiating units. For those positions classified as PS&T (05), follow the salary information in the PS&T Advisory Memorandum – the one you currently are reading. For those positions classified in other negotiating units, see the other spreadsheets, 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.  This mark also can signify that a given Traineeship is not equated to Grade.  Sometimes, this mark signifies that a certain amount, indicated in the footnote, is added to a Trainee’s pay, on the basis of location, to address recruitment difficulties in that location. Those amounts typically will increase along with the General Salary Increase for the unit, applying normal number rounding rules. Consequently, at the time of writing, this amount has not increased from Fiscal Year 2014-2015 because there has been no General Salary Increase applicable for this unit in Fiscal Year 2015-2016.  In one instance, the Traineeship for Employment Counselor, this mark signifies that this is an unusual Traineeship in certain ways.  In one instance, the Traineeship for Veterans Benefits Advisor, this indicates that this title was known as State Veterans Counselor until mid-August 2015. |
| \*\* | Typically this signifies that a certain amount, indicated in the footnote, is added to a Trainee’s pay, on the basis of location, to address recruitment difficulties in that location. Those amounts typically will increase along with the General Salary Increase for the unit, applying normal number rounding rules. Consequently, at the time of writing, this amount has not increased from Fiscal Year 2014-2015 because there has been no General Salary Increase applicable for this unit in Fiscal Year 2015-2016.  This symbol is used when \* already is being used within the data for a given Traineeship. |
| \*\*\* | Signifies that this one particular title, Offender Rehabilitation Aide, was known as Correction Counselor Aide until October 2014. |
| 1 | Signifies that the full performance level titles associated with the Traineeship under the title of “Accountant/Auditor Intern” include the following: Data Processing Fiscal Systems Auditor; Senior Accountant; Senior Auditor; and Senior Health Care Fiscal Analyst. |
| 2 | Signifies that Attachment C of the PS&T (05) Traineeship Advisory Memorandum (the Memorandum you currently are reading) and/or the Excel "Performance Advancement Payments" worksheet has information about how to calculate salary rate progression. |
| 3 | Signifies a different calculation for the Not to Exceed Amount than is the norm for PS&T Traineeships; specifically, indicates that the Not to Exceed Amount is the Hiring Rate of the Target Title. This calculation is used in the non-equated Traineeships and in the Traineeships leading to the Target Titles of Food Laboratory Specialist, Policy Analyst Public Authority 1, and State Program Examiner. |

**ATTACHMENT C – PERFORMANCE ADVANCEMENT PAYMENTS FOR PS&T TRAINEESHIPS NOT EQUATED TO GRADE**

Performance Advancements for PS&T Traineeships which are not equated to Grade are calculated differently than is typical for most PS&T Traineeships. It is possible that not all Trainees 2 in these Traineeships will be at the same salary upon attainment of the Trainee 2 level. Performance advancement payments for employees in these Traineeships are based on ratings received during semi-annual performance evaluations. (A Trainee who starts at the Trainee 2 level in a non-equated Traineeship, through the “Advanced Placement” mechanism described below, will be paid as though he or she had received two Performance Ratings of Meets Expected Standards.)

These amounts will increase with the percentage amount of the General Salary Increase for the PS&T unit, applying normal number rounding rules. Consequently, as of April 2015 the amounts for the Fiscal Year 2015-2016 are the same as they were for the Fiscal Year 2014-2015.

Section A of this attachment applies when a Trainee does not have prior State service, and/or when a Trainee has prior State service, but his or her base salary is not over the Not to Exceed Amount upon entering a Traineeship.

Section B of this attachment applies when a Trainee has prior State service and: 1) a Trainee’s base salary is over the Not to Exceed Amount when entering a Traineeship; or 2) a Trainee’s base salary eventually goes over the Not to Exceed Amount as a result of Performance Advancements received when Section A is applied to a Trainee. (Section B then will apply for the remainder of the Traineeship.)

Note that in the PS&T non-equated Traineeships, the Not to Exceed Amount is equal to the Hiring Rate of the Target Title.

**A. Trainees whose initial salary is not over the Not to Exceed Amount**

If a Trainee is rated Meets Expected Standards or Substantially Exceeds Standards/Outstanding, the Trainee will receive the appropriate performance advancement payment listed in the following chart.



Note that when an employee is rated “below standards,” he or she receives no Performance Advancement.

Note that, at the time of writing, these numbers have not increased from 2014-2015, because there is no General Salary Increase for this unit effective as of April 2015.

When the addition of a Performance Advancement payment results in a salary that exceeds the Not to Exceed Amount, the Performance Advancement payment will be paid only partially, and the salary will be established at the Not to Exceed Amount. Future Performance Advancements then are calculated according to Section B.

**B. Trainees whose initial or eventual salary is over the Not to Exceed Amount**

If a Trainee is rated Meets Expected Standards or Substantially Exceeds Standards/Outstanding, the Trainee will receive the appropriate performance advancement payment listed in the following chart.



Note that when an employee is rated “below standards,” he or she receives no Performance Advancement.

Note that, at the time of writing, these numbers have not increased from 2014-2015, because there is no general salary increase for this unit effective as of April 2015.

Under these circumstances, an employee’s base annual salary may not exceed the Job Rate of Target Title as a result of such payments.

**ATTACHMENT D – 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 as a consequence of the establishment of the annually offered Professional Career Opportunities (PCO) exam.

The most-common 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 is “Advanced Placed” to Trainee 2.

When Advanced Placement occurs in Traineeships which are equated to Grade, in most cases the Trainee should be paid the amount associated with the Grade to which the Traineeship level is equated. For example, an individual Advanced Placed off of the PCO list to the title of Business Systems Analyst Trainee 2 should be paid at the Grade 14 level, because the second level of that Traineeship is equated to Grade 14.

When Advanced Placement occurs in Traineeships which are not equated to Grade, in most cases the Trainee should be paid the amount associated with Trainee 1 level, plus the equivalent of two Performance Advancements of “Meets Expected Standards.” For example, an individual Advanced Placed off of the PCO list to the title of Budgeting Analyst Trainee 2 should be paid the Hiring Rate of Budgeting Analyst 1, plus two Performance Advancements at the “Meets Expected Standards” level.

The intent of this mechanism is to mimic the payment of the equated Trainee 2 level in equated Traineeships.

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

**ATTACHMENT E – 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.

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

**ATTACHMENT F – 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, 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. No scenarios will be presented for Early Advancement or Advanced Placement – please consult your Classification and Pay Analyst.

**A. Traineeship Terms and Definitions**

**All Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Substantially Exceeds | “Substantially Exceeds” applies to a very favorable rating received during a performance evaluation. This term sometimes is interchangeable with the term “Outstanding.” Usually it is the highest-possible Performance Rating in a given Traineeship. |

**One (1) Year or Less Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval. |
| Completion of the Traineeship | Fifty-Two (52) Week Interval. |

**Two (2) Year Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval **AND** Seventy-Eight (78) Week Interval. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | Fifty-Two (52) Week Interval. |
| Completion of the Traineeship | One Hundred and Four (104) Week Interval. |

**Three (3) Year Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval, Seventy-Eight (78) Week Interval, **AND** One Hundred and Thirty (130) Week Interval. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | Fifty-Two (52) Week Interval **AND** One Hundred and Four (104) Week Interval. |
| Completion of the Traineeship | One Hundred and Fifty-Six (156) Week Interval. |

**B. Traineeship One (1) Year or Less**

|  |  |
| --- | --- |
| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a Traineeship’s equated grade level.  **Compensation Progression** – If rated “Substantially Exceeds” at the mid-Traineeship level, add the applicable “Performance Advancement” to the current Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not to Exceed Amount”). If not rated “Substantially Exceeds” at the mid-Traineeship level, continue Traineeship at current salary.  **Ending Compensation** – The higher of the current Traineeship salary **OR** the Hiring Rate of the Full Performance Level Title (Target Title). If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” 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 exceed the “Not to Exceed Amount”). If not rated “Substantially Exceeds” at the completion of the Traineeship **AND** the prior rating period, 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** the 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.  **Compensation Progression** – If rated “Substantially Exceeds” at the mid-Traineeship level, 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” at the mid-Traineeship level, continue Traineeship at current salary.  **Ending Compensation** – The higher of the current salary plus the “Increase Upon Completion” **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the Traineeship salary (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. If not rated “Substantially Exceeds” at the completion of the Traineeship **AND** the prior rating period, do not add the “Performance Advancement” to this salary. |

**C. Traineeship 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** – If rated “Substantially Exceeds” 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” 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” 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 Traineeship salary or the Hiring Rate of the Target Title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” 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 full performance level title (the addition of the “Performance Advancement” cannot exceed make the salary exceed the “Not to Exceed Amount”). If not rated “Substantially Exceeds” at the end of a Traineeship 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” 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” 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” 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” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” 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” at the end of a Traineeship and at the prior rating interval, do not add the “Performance Advancement” to this salary. |