**MEMORANDUM**

**TO:** Directors/Associate Directors Human Resources

**FROM:** Director of Classification and Compensation

**SUBJECT:** Professional, Scientific, and Technical (05) Negotiating Unit Traineeships FY 2016-17

**DATE:** November 2016

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

These revised salary rates are effective April 2015, and apply to all parenthetics. The Negotiating Unit designation for positions in titles dealt with in these documents is Professional, Scientific, and Technical Services (PS&T) (05). However, cases exist where specific positions in titles which primarily are PS&T may be classified in other negotiating units (e.g., Managerial/Confidential or 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; or PS&T rules, ASU amounts). Because most traineeships rules now mostly are consistent across negotiation units, rule differences should be minimal.

Neither this memorandum nor the accompanying spreadsheet covers Legal Traineeships. For information on those, please consult the Legal Traineeship documents and/or contact your Classification and Pay Analyst.

As in previous years, traineeship information is being provided in Excel spreadsheets, which 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 will be updated when a traineeship is added, deleted, or amended and/or at the start of a new Fiscal Year. For example, this update reflects a new salary schedule, retroactive to April 2015; the Investigator title structure change; the recent addition of other traineeships; and formatting changes.

This memorandum will be revised when there is a new salary schedule for the PS&T unit. This document supersedes all previous Professional, Scientific, and Technical (05) Negotiating Unit traineeship Advisory Memoranda, and the spreadsheet supersedes all previous spreadsheets.

The following attachments explain the information in the Excel spreadsheets, including footnote descriptions and standard 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 Classification and Pay Analyst. Questions regarding payroll preparation and salary rate calculation should be directed to the Office of the State Comptroller.

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Abner JeanPierre

Attachments

**Attachment A – Traineeship Excel Spreadsheet Legend and Footnote Descriptions**

**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 official title of the traineeship at issue. |
| **Equated Salary Grade** | Though traineeship pay scales are non-graded, most traineeships, including all PS&T traineeships, are equated to a Salary Grade. This means that in most cases traineeship salaries, including most applicable Performance Advancement amounts, are tied to the statutory salary levels for the equated Grade. |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated Salary Grade (per the PS&T pay scale, effective April 2015).There will be cases, based on prior graded State service, where employees appointed to a traineeship will be compensated at a higher rate than is the typical for a given traineeship. The actual salary for these employees will be determined by the Office of the State Comptroller, pursuant to standard payroll practices. |
| **Performance Advancement** | Employees who successfully reach the mid-point of a Trainee Level and/or complete a Traineeship Level (these numbers are calculated in weeks and depend on the length of a traineeship), and/or have completed the traineeship, and are rated with the highest rating possible for that traineeship, may be eligible for a Performance Advancement (certain exceptions may apply).The highest rating possible for most traineeships typically is referred to as “Substantially Exceeds Expectations.” Sometimes the shorter form “Substantially Exceeds” is used, sometimes “Outstanding,” and sometimes a moniker that is particular to a given traineeship. All these terms should be considered synonymous, with one another and with the highest possible rating in a given traineeship, unless the context clearly suggests otherwise. 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 13 would be the standard, statutory PS&T 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 two-year traineeship leads to a Grade 18 title, the Not to Exceed Amount is the Job Rate of Grade 18. If a 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. The most-typical term for this is “Target Title.” Sometimes “Journey Level Title,” “Journey Title,” “Full Performance Title,” or a similar moniker is used. Once this title is achieved, the Trainee has completed his or her traineeship successfully. Sometimes a Performance Advancement, or an Increase upon Completion, is payable as well (in a sense, immediately prior to appointment to the Target 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.  |
| **Increase upon Completion** | As is the case with most traineeships, this number represents the Performance Advancement of the Target Title. This type of compensation only is available to employees who have successfully completed a traineeship, have prior graded State service, and have advanced to a higher graded position through 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 Grade of the Target Title. |

(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 trainee titles are 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 apply the rule described above for traineeships not cross-listed, and/or contact your Classification and Pay Analyst, and/or contact the Office of the State Comptroller for specific salary information. 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.In one instance, relating to the various traineeships leading to various titles in the Economist title series, this mark signifies that separate traineeships lead to the Grade 14 title of Economist (and its parenthetics) and the Grade 18 title of Senior Economist (Labor Research), due to the elimination of the Grade 14 level within the Labor Research parenthetic.In one instance, the traineeship for Employment Counselor, this mark signifies that this is an atypical traineeship. It lasts for 78 weeks and has only one time period within which a Performance Evaluation is made.  |
| \*\* | 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.In one instance, relating to the various traineeships leading to various titles in the Economist title series, this mark signifies that separate traineeships lead to the Grade 14 title of Economist and the Grade 18 title of Senior Economist (Labor Research), due to the elimination of the Grade 14 title within the Labor Research parenthetic.This symbol is used when \* already is being used within the presented data for a given traineeship. |
| \*\*\* | 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. |

**Attachment B – Advanced Placement**

 Sometimes, Trainees may be appointed beyond the Trainee 1 level. This mechanism is known as “Advanced Placement.”

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 approximately a year, 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, but above the minimum qualifications for the title.

 When Advanced Placement occurs, the Trainee, in most cases, should be paid the amount associated with the equated Grade of the Traineeship Level to which he or she is appointed. For example, an individual Advanced Placed from 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. Employees transferring into a traineeship may be paid a different amount, pursuant to standard payroll rules.

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

**Attachment C – Early Advancement**

 Incumbents in two-year traineeships in the PS&T and M/C units that lead to a Target Title allocated to Grade 18 and in the Competitive Class are potentially eligible for “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 the employer’s discretion.

As noted elsewhere in this memorandum, a Trainee being Early Advanced may receive a Performance Advancement depending upon performance review, current salary, and/or the particulars of that individual’s situation.

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

**Attachment D – Salary Rate Progression Scenarios**

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

Barring 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.

**A. Traineeship Terms and Definitions**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| 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. Unless the context clearly suggests otherwise, throughout these scenarios “Substantially Exceeds Expectations” or “Substantially Exceeds” means the highest rating of a given traineeship. |

**One Year or Less Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | 26-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |
| Completion of the Traineeship | 52-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |

**Two-Year Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | 26-Week Interval AND 78-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | 52-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |
| Completion of the Traineeship | 104-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |

**Three-Year Traineeships**

| **Term** | **Definition** |
| --- | --- |
| Mid-Traineeship Level | 26-Week Interval, 78-Week Interval, AND 130-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | 52-Week Interval AND104 Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |
| Completion of the Traineeship | 156-Week Interval. At this point the Trainee typically continues, is terminated, or has been terminated previously. |

**B. Scenarios: Traineeships Lasting One 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 Expectations” 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). Otherwise, continue traineeship at current salary.**Ending Compensation** – The current traineeship salary OR the Hiring Rate of the Target Title, whichever is higher. 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 OR the Hiring Rate of the Target Title (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount).  |
| **Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of the traineeship OR the current Graded salary, whichever is higher. 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, 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). **Ending Compensation** – The current salary plus the Increase upon Completion OR the Hiring Rate of the Target Title, whichever is higher. 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 traineeship salary (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount). Then pay 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, whichever is higher.  |

**C. Scenarios: Traineeships Longer Than One Year**

| **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). Otherwise, continue traineeship at current salary. At the end of the Traineeship Level, pay the current traineeship salary OR the Hiring Rate of the Trainee Title in conjunction with the movement between Trainee levels, whichever is higher. 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). **Ending Compensation** – The current traineeship salary or the Hiring Rate of the Target Title, whichever is higher. 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 OR the Hiring Rate of the full performance level title, whichever is higher. (The addition of the Performance Advancement cannot exceed the “Not to Exceed Amount”). |
| **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). Otherwise, 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). Otherwise, continue traineeship at the new Trainee Level salary. (For example, a Trainee who consistently was rated as “Meets Expectations” in a traineeship equated to Grades 13 and 14 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 current salary plus the Increase upon Completion OR the Hiring Rate of the Target Title, whichever is higher. 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 current salary plus the Performance Advancement plus the Increase upon Completion of the Trainee title OR the Hiring Rate of the Target Title plus the Performance Advancement, whichever is higher. |