**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2017-18 Memorandum (effective retroactive April 2016 and April 2017) of Revised Salaries for PEF Represented Professional, Scientific, and Technical (05) Negotiating Unit Traineeship Titles

**DATE:** April 2017

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

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 retroactive to April 2016 and April 2017. The new schedules 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 positions in titles which primarily are PS&T may be classified in other negotiating units (for example, 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 spreadsheet cover Legal Traineeships. 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.

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/](http://www.cs.ny.gov/businesssuite/Appointments/Traineeships/). The spreadsheet will only be updated when a traineeship is added, deleted, or amended, and/or at the start of a new Fiscal Year.

This spreadsheet reflects the salary schedules adopted to retroactively provide PS&T employees with a 2% salary increase from April 2016, and another 2% salary increase effective April 2017. This spreadsheet also includes clarifications related to the Engineering title structure change and the recent addition of other traineeships.

The following attachments seek to explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions, traineeship salaries, and basic or 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 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 DESCRIPTIONS**

**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 PS&T traineeships, are equated to a Salary Grade. This means that in most cases traineeship salaries, 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 PS&T pay scale retroactively effective April 2016, and the pay scale effective April 2017).  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 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 standardized payroll practices. |
| **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), and/or have completed the traineeship, and are rated with the highest rating possible for that traineeship, may be eligible for a Performance Advancement depending on evaluation and in various circumstances (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 given two-year traineeship leads to a Grade 18 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. The most-typical term for this is “Target Title.” Sometimes “Journey Level Title,” “Full Performance Title,” or some similar such moniker, is used. 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. Sometimes a Performance Advancement, or an Increased 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. 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 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.)

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| --- | --- |
| **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 apply the rule described above for traineeships not cross-listed, 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.  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.  In one instance, the traineeship for Employment Counselor, this mark signifies that this is an unusual traineeship in certain ways. |
| \*\* | 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.  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 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 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 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 unusual.

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**

**All Traineeships**

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| --- | --- |
| **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 term 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. |

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

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| --- | --- |
| **Term** | **Definition** |
| Mid-traineeship Level | 26 Week Interval. At this point the Trainee typically continues or is terminated. |
| Completion of the traineeship | 52 Week Interval. At this point the Trainee typically advances to Target Title or is terminated. |

**Two (2) Year Traineeships**

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

**Three (3) Year traineeships**

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

**B. Scenarios: Traineeships Lasting One (1) Year or Less**

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| **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). If not rated “Substantially Exceeds Expectations” 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 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 exceed the Not to Exceed Amount). If not rated “Substantially Exceeds Expectations” when advanced to the Target Title 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 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). If not rated “Substantially Exceeds Expectations” 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 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 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 Expectations” when advanced to the Target Title AND the prior rating period, do not add the Performance Advancement to this salary. |

**C. Scenarios: 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** – 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 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 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 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 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. (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 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 Target 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. |