**MEMORANDUM**

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

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

**SUBJECT:** Traineeship Bulletin (Multiple State Fiscal Years) – Security Services Unit (01), Security Services Unit [Non-Arbitration] (21), Agency Police Services Unit (31)

**DATE:** January 2015

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

This Memorandum supersedes all previous Traineeship Advisory Memoranda for the applicable negotiation units. These revised salary rates reflect multiple State Fiscal Years.

As in previous years, Traineeship information is being provided in an Excel spreadsheet. 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 will only be updated when a Traineeship is added, deleted, or amended.

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 to your appropriate personnel and payroll staff.

\_\_\_\_\_\_\_\_\_\_\_\_\_/s/\_\_\_\_\_\_\_\_\_\_\_\_\_

Abner JeanPierre

**ATTACHMENT A**

As is the case with the other Traineeships, each security Traineeship is unique and carries with it its own terms and expectations. See Attachment B for definitions of unfamiliar terms.

Correction Officer

The Correction Officer Traineeship is not equated to a salary grade. Rather, per the terms of a side letter to the current contract, the Traineeship rates go up at the same percentage rate as the salaries for the other employees in the unit. Traditionally this is taken to refer to the Increase Upon Completion as well as to the basic rate. This meant that rates were frozen at the Fiscal Year 2010-2011 levels until the start of Fiscal Year 2014-2015, whereupon a 2% increase in the relevant Traineeship rates took effect.

Safety and Security Officer

 The Safety and Security Officer Traineeship is equated to Grade 9. Its Increase Upon Completion is equal to the performance advancement for the equated grade.

State Police Security Screening Technician

 The State Police Security Screening Technician Traineeship is equated to Grade 7. It has a performance advancement that is equal to the performance advancement of the equated grade. It has an Increase Upon Completion that is equal to the performance advancement of Grade 8 – the grade level of the title to which the Traineeship leads (often called the “Full Performance Title” or the “Target Title”).

Environmental Conservation Officer

 The Environmental Conservation Officer Traineeship is equated to Grade 12 at first, then progresses through equated Grade 14. It has an Increase Upon Completion that is equal to the performance advancement of Grade 14 – the highest equated Grade level of the Traineeship.

Park Patrol Officer/Park Police Officer

The Park Patrol Officer title was title structure changed to Park Police Officer in September 2012. The accompanying Traineeship, in both cases, is equated to Grade 13. It has Increases Upon Completion and Performance Advancements that are tied to those figures from previous years, increased in the same percentage as the overall rate for the negotiating unit, rather than equated to a salary grade. It has a Not to Exceed Amount that is equal to the Hiring Rate of Grade 14 – the grade level of the title, Park Police Officer, the Target Title (or Full Performance Title) to which the Traineeship leads.

**ATTACHMENT B – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

**Headers and Descriptions**

|  |  |
| --- | --- |
| **Header** | **Description** |
| **Trainee Title** | This column displays the Traineeship title(s).  |
| **Equated Salary Grade** | Though Traineeship pay scales are considered non-graded, many Traineeships are equated to a salary grade, meaning that in most cases the starting salary of the internship will be the same as a graded employee’s pay at the indicated “equated” grade. NA means that this particular Traineeship is not equated to a salary grade. (See Attachment A, wherein the various rules and assumptions for the various security title Traineeships are described.) |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated salary grade (per whatever pay scale is operative for the negotiating unit), or the actual starting salary in non-equated Traineeships. |
| **Performance Advancement** | The Performance Advancement increment value associated with the equated salary grade of a given Traineeship, or another amount in non-equated Traineeships. State employees who successfully have reached the mid-point of a Trainee level and/or completed a Traineeship level (i.e., 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** on various circumstances (exceptions apply and they will be noted as appropriate and possible), may receive the Performance Advancement. The addition of a Performance Advancement cannot allow any employee’s salary to exceed the “Not To Exceed Amount” of a Trainee title, under most conditions. |
| **Not To Exceed Amount** | Only one of the Traineeships covered by this memorandum, that leading to Park Police Officer, has a Not to Exceed Amount; it is N/A in all other cases. With regard to the Park Police Officer Traineeship, this number represents the Hiring Rate of the full performance level title. 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 is the “graded” title to which all State employees move upon successful completion of a Traineeship. It also is known as the “Target” title. |
| **Grade** | This is the salary grade associated with the full performance level title; the grade level arrived at upon successful completion of a Traineeship. |
| **Increase Upon Completion** | This type of compensation is only 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 determinant of the Increase Upon Completion amount varies by Traineeship (see Attachment A). |