**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:** April 2016

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

This Memorandum and the attached Excel spreadsheet cover traineeships leading to various security titles within various negotiation units. This Memorandum supersedes all previous Memoranda for these traineeships, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are effective April 2016 and apply to all parenthetics.

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 only will be updated when a traineeship is added, deleted, or amended; and/or or when a salary schedule changed; and/or at the start of a new Fiscal Year.

Following tradition for the security traineeship spreadsheets, multiple years are presented, rather than only the year currently in effect. This is done because, to a greater degree than is the case with other sorts of traineeships, the payable amounts for certain security title traineeships tend to be based upon the amounts payable in previous years rather than keyed to the statutory salary schedule. The rules for the security traineeships tend to vary noticeably between one another.

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 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 personnel and payroll staff.

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

Abner JeanPierre

**ATTACHMENT A – GENERAL DESCRIPTION OF THE SECURITY TITLE 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 for the negotiation unit, the traineeship rates are increased “consistent with” the rates for Correction Officers in the unit. Traditionally, the rule is taken to refer to the Increase upon Completion as well as to the basic traineeship rates. 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. Another 2% increase, applying normal rounding rules, in the relevant traineeship rates then took effect in Fiscal Year 2015-2016. As of the time of writing, there is no new salary schedule propagated for these employees for April 2016. Accordingly, the traineeship amounts also have not changed.

Not reflected in the spreadsheets is a contractual $200 lump sum paid to Correction Officer Trainees upon satisfactory completion of the first six weeks of the traineeship.

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. This traineeship is one year in length and it has no Performance Advancement. As of the time of writing, there is no new salary schedule propagated for these employees for April 2016. Accordingly, the traineeship amounts also have not changed.

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 Target Title. This traineeship is one year in length. As of the time of writing, there is no new salary schedule propagated for these employees for April 2016. Accordingly, the traineeship amounts also have not changed.

Environmental Conservation Officer

The Environmental Conservation Officer traineeship has two levels but is treated as though it has three levels in one important respect: Trainee 1 is equated to two different grades during its duration: Grade 12 for the first 30 weeks, Grade 13 for the next 22 weeks. Trainee 2 then is equated to Grade 14 throughout its 52 week length.

This traineeship has an Increase upon Completion that is equal to the Performance Advancement of Grade 14 – the highest equated Grade level of the traineeship.

There has been no new salary schedule for the Fiscal Years 2015-2016 or 2016-2017, hence the 2014-2015 salary schedule continues to be in effect as of the time of writing. When a new salary schedule is propagated, the spreadsheet will be updated.

Park Patrol Officer/Park Police Officer

The Park Patrol Officer title was title structure changed to Park Police Officer in September 2012. The traineeship leading to the “Patrol” title likewise was changed to one leading to the “Police” title, with no change in attributes.

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. Note also that the Increase upon Completion and the Performance Advancement are equal to one another. The traineeship 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.

There has been no new salary schedule for the Fiscal Years 2015-2016 or 2016-2017, hence the 2014-2015 salary schedule continues to be in effect as of the time of writing. When a new salary schedule is propagated, the spreadsheet will be updated.

**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, most traineeships in most negotiation units 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. The Security traineeships tend to all work differently from one another, reflecting their being spread across multiple negotiation units and these lines of work being related, but distinct. 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 equated traineeship, or another amount in non-equated traineeships.  In most traineeships, Performance Advancements may be payable keyed to a Trainee’s receiving the highest possible performance rating for a given traineeship. In the Security traineeships, however, the Performance Advancements work differently depending upon the specific traineeship at issue.  When the Performance Advancement is payable at any time other than the mid-point of a Traineeship Level, such is noted on the spreadsheet. |
| **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 Target 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. The more common term is “Target Title.” |
| **Grade** | This is the Salary Grade associated with the Target Title; the Grade level arrived at upon successful completion of a traineeship. |
| **Increase upon Completion** | This type of compensation only is 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). |