



## MEMORANDUM

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

**FROM:** Abner JeanPierre, Director of Classification & Compensation  
Jessica Rowe, Director Division of Staffing Services

**SUBJECT:** Early Advancement of Trainees in Two-Year-Traineeships

**DATE:** January 18, 2024

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Early Advancement (fast-tracking) is defined as progression from the second level of a two-year traineeship to the full-performance level of the target title after 18 months of service or any time before the conclusion of the traineeship if the following conditions are met:

- Trainee consistently and successfully performs the full range of duties and responsibilities of the target title.
- Trainee receives the highest performance rating at 18 months<sup>1</sup>, an indication of performance above the trainee level.

Use of Early Advancement is at the discretion of the appointing authority after a documented review of an employee's performance. By early advancing a trainee, the agency is attesting that the trainee is performing the full range of duties and responsibilities of the target title. Early advancement is not allowed in the following instances:

- The traineeship has a duration of less than two years.
- The trainee was advanced placed to the second level of a traineeship. Accordingly, the appointee must still complete 52 weeks as a trainee.
- Titles that allow automatic advancement to higher allocated titles after the completion of one year of satisfactory service.

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<sup>1</sup> Previously, a trainee had to receive the highest performance rating at both 12 and 18 months.

- Trainee has not completed required training or courses; or obtain mandatory licenses, certifications, or other credentials.
- Traineeships or apprenticeships in recognized trades or other “blue collar” occupations, including those in which a specific set of skills are learned under the supervision of a journey-level or otherwise skilled trades person.

Note that Advanced Placement in a traineeship is distinct from Early Advancement. Advanced Placement allows appointment, based upon a candidate’s qualifications, to either the second level of a traineeship or the full performance level of the target title. Use of advanced placement is at the discretion of the appointing authority and used only at the time of original appointment. Only relevant experience may be credited. There is no advanced placement credit for out-of-title work.

### **A. Agency Responsibilities**

Agencies must ensure that the following activities are achieved:

1. Maintain an internal review process to ensure consistent, objective administration of the program; and provide guidance and assistance to supervisors and trainees. Because of the diverse nature of State agencies, no particular configuration is required. Agency level review boards, administrative or training/human resources officers may be vested with this responsibility and have the authority to establish and ensure that adequate administrative practices exist in support of the program.
2. Monitor the timeliness of preparation of Individual Development Plan (IDP) and evaluations.
3. Determine that consistency exists between the duties described in the IDP and position classification standard.
4. Ensure that rating levels across title/organizational lines are consistent and that sufficient justification exists to support rating levels assigned and the ultimate decision to retain, advance, or terminate a trainee.
5. Foster adequate training and development activities to provide trainees with the opportunity to acquire and demonstrate knowledge, skills, and abilities necessary for full performance level.

### **B. Documentation Requirements**

1. Individual Development Plans - Supervisors must develop IDPs to give trainees relevant information about their duties and the

standards against which their performance will be measured during the traineeship. The trainee's background and experience should be assessed against the requirements of the position and applicable training and development activities should be identified and included in the Plan.

2. Performance Evaluation and Payments - Trainees must be evaluated at each six months of service, and based on their observed performance, assigned an appropriate rating. Trainees who meet payment eligibility requirements will receive any applicable performance advance payment at the beginning of the pay period that follows completion of 6, 12, and 18 months of service.

NYSTEP transactions for early advancement should be submitted in the same manner as those of other trainee advances. A listing of titles approved for early advancement can be found at:

<https://www.cs.ny.gov/businesssuite/docs/memos/Trainee-Titles-Allowing-For-Early-Advancement.pdf>

The Director of Classification and Compensation retains the discretion to modify or terminate this program.