



MEMORANDUM

TO: Directors/Associate Directors Human Resources

FROM: Abner JeanPierre, Director of Classification and Compensation

SUBJECT: Equation of Traineeships

DATE: March 18, 2016

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In cooperation with the Division of the Budget, we have made improvements in traineeships that will increase the consistency, predictability, and ease of administration of the traineeship system. These changes are effective April 1, 2016 (March 31 for the Institution Payroll, and April 7 for the Administrative Payroll).

First, the “Increase upon Completion” amount for all traineeships, other than those in legal specialties and security titles, will be the Performance Advancement amount of the target title of the traineeship. Second, the “Not to Exceed” amount for all traineeships, other than those in legal specialties and security titles, will be the Job Rate of the target title of the traineeship. Finally, traineeships in the PS&T and M/C negotiating units that have not been equated to grade (often called “administrative traineeships”) will now be equated to grades in their respective salary schedules. This has two major impacts:

- Trainee 1 will be equated to Grade 13 and Trainee 2 to Grade 14. These grade equations apply to the starting rates for the Traineeship levels and to the Performance Advancement amounts. This is consistent with the majority of existing traineeships.
- The Performance Advancement for M/C and PS&T Traineeships that were not equated to grade before April 1, 2016, will now conform to the current system now in effect for most PS&T traineeships. Accordingly:
 - Trainees 1 will receive a Performance Advancement at 26 weeks upon receipt of the highest performance rating (usually referred to as “Outstanding” or “Substantially Exceeds Expectations”). No Performance Advancement is payable upon receipt of a lower rating.
 - If Trainees 1 receive the highest performance rating (usually referred to as “Outstanding” or “Substantially Exceeds Expectations”) upon advancement from Trainee 1 to Trainee 2, they should be paid the Hiring Rate of Grade 14 plus the Performance Advancement of Grade 13.

The salaries of trainees hired on or after April 1, 2016 (March 31 for the Institution Payroll, and April 7 for the Administrative Payroll) will follow the above rules. For current trainees hired before that date, the Office of the State Comptroller (OSC) will calculate appropriate rates, consistent with standard payroll practices and procedures. Trainees whose salary falls below the new hiring rate will be brought to the minimum hiring rate. Going forward, Performance Advances, Not-to-Exceed, and Increase Upon Completion amounts will be based on the new model.

For clarification of these or other traineeship administration issues, please contact Steven Koczak at steven.koczak@cs.ny.gov or 518-474-1047. OSC should be contacted for questions about the payment of salaries to particular employees. You may also review the traineeship documents on the Department of Civil Service's Business Suite: <http://www.cs.ny.gov/businesssuite/Appointments/Traineeships/>.