**MEMORANDUM**

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

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

**SUBJECT:** Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiating Unit Traineeships

**DATE:** November 2016

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

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

As in previous years, traineeship information is being provided in Excel spreadsheets which 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 be updated when a traineeship is added, deleted, or amended or when a salary schedule changed, and/or at the start of a new Fiscal Year. For example this update notes a change in one traineeship and contains formatting changes.

This memorandum will be revised when there is a new salary schedule for these units. This document supersedes all previous Advisory Memoranda for these traineeships, and the spreadsheet supersedes all previous spreadsheets.

The following attachments explain the information in the Excel spreadsheets, including footnote descriptions, traineeship salaries, and 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 to your Classification and Pay Analyst. Questions regarding payroll preparation and salary rate calculation should be directed to the Office of the State Comptroller.

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Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

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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 official title of the traineeship at issue. |
| **Equated Salary Grade** | Though traineeship pay scales are non-graded, most traineeships, including all traineeships in these units, are equated to a Salary Grade. This means that in most cases traineeship salaries, and most applicable Performance Advancement amounts, are tied to statutory salary levels for the equated Grade.  |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated Salary Grade (per the pay scale for these units effective April 2016).There will be cases, based on prior graded State service, where 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. |
| **Service Payment** | This number is the Performance Advancement increment value associated with the equated Salary Grade of a traineeship title. State employees who successfully have completed fifty-two (52) weeks in a Trainee level are eligible for a Service Payment (exceptions apply and they will be noted as appropriate). The addition of a Service Payment cannot allow any employee’s salary to exceed the Not to Exceed Amount of a Trainee Title, under most conditions.  |
| **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 two-year traineeship leads to a Grade 18 title, the Not to Exceed Amount is the Job Rate of Grade 18. If a 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,” “Journey Title,” “Full Performance Title,” or a similar moniker is used. Once this title is achieved, the Trainee has completed his or her traineeship successfully.  |
| **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. |
| **Increase upon Completion** | As is the case with most traineeships, this number represents the Performance Advancement of the Target Title. This type of compensation only is available to employees who have successfully completed a traineeship, have prior graded State service, and have advanced to a higher graded position through 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.  |

**ATTACHMENT B – SPREADSHEET FOOTNOTE DESCRIPTIONS**

(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** |
| \* | Signifies that the length of this traineeship is different than the typical expectation (which consists of multiples of 52). For example, some traineeships in these units are 26 weeks in length, and one is 78 weeks in length. |
| 1 | Signifies that for this traineeship, leading to the Target Title of Developmental Assistant, the “Service Payment” only is payable upon completion of a set number of “competencies,” associated with the line of work at issue, as indicated in the spreadsheet. |
| 2 | Signifies that the marked and indicated amounts are flat rates that do not correspond to the Performance Advancement increment value of the identified titles. Typically, these rates are increased by any General Salary Increase granted to the associated negotiation unit, applying normal rounding rules, pursuant to standard traineeship practice. |

**ATTACHMENT C – SALARY RATE PROGRESSION SCENARIOS**

These are general scenarios. The Office of the State Comptroller always should be contacted about specifics as they relate to a given employee or instance, especially when a case is anomalous, atypical, or unusual in some way.

Barring certain unusual exceptions, traineeship salaries are calculated consistently with the most recently chaptered pay bills.

**A. Traineeships of One 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.**Ending Compensation** – The Hiring Rate of the Target Title OR current salary plus the Service Payment. |
| **Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of the traineeship OR the current Graded salary, whichever is higher. 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.**Ending Compensation** – The current salary plus the Service Payment plus the Increase upon Completion, OR the Hiring Rate of Target Title, whichever is higher.When an employee did not receive a salary increase upon appointment AND did not receive a Service Payment during or at the end of a traineeship, the salary will be calculated as the higher of: 1) the Hiring Rate of the Target Title OR 2) the addition of the Increase upon Completion amount on top of the current salary; OR 3) the current salary increased pursuant to the negotiated promotion calculation. |

**B. Traineeships Longer than One Year**

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| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a traineeship.**Compensation Progression** – The Hiring Rate of a Trainee title in conjunction with the movement between Trainee levels. This will occur for each level of advancement only if rated satisfactory in the traineeship (requiring processing by each agency).**Ending Compensation** – The Hiring Rate of the Target Title. |
| **Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of the traineeship OR the current Graded salary, whichever is higher. 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** – The Hiring Rate of the trainee title in conjunction with the movement between levels, OR the current salary plus a “Service Payment” (usually subject to the Not to Exceed Amount), whichever is higher. This will occur for each level of advancement only if rated satisfactory in the traineeship (requiring processing by each agency).**Ending Compensation** – The current traineeship salary plus the “Service Payment” of the Trainee title (typically cannot go higher than the Job Rate of the Target Title) plus the “Increase Upon Completion” of the Trainee title, OR the Hiring Rate of the Full Performance Level Title (Target Title), whichever is higher. When an employee did not receive a salary increase upon appointment AND did not receive a Service Payment during or at the end of a traineeship, the salary will be calculated as the higher of: 1) the Hiring Rate of the Target Title OR 2) the addition of the Increase upon Completion amount on top of the current salary; OR 3) the current salary increased pursuant to the negotiated promotion calculation. |