**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2016-17 Memorandum (effective April 2016) of Revised Salaries for CSEA Represented Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiating Unit Traineeship Titles

**DATE:** April 2016

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

This Memorandum supersedes all previous Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiation Unit traineeship Advisory Memoranda, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are Effective April 2016 and apply to all parenthetics. At present there is no new salary schedule for these units. Accordingly, the salary schedule in effect is the same as was the case in the previous spreadsheet.

Traineeship information is being provided in an Excel spreadsheet, as it has in prior years. The spreadsheet 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 or when a salary schedule changed, and/or at the start of a new Fiscal Year. As of the time of writing, no new schedule taking effect April 2016 has been propagated for these units. When one is, this spreadsheet will be updated.

The following attachments explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions 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 to your appropriate personnel and payroll staff.

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Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

**Headers and Descriptions**

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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 formal, official Title of a given Trainee in the traineeship at issue. |
| **Equated Salary Grade** | Though traineeship pay scales are non-graded, most traineeships, including all the traineeships in these units, are equated to a Salary Grade. This means that in most cases traineeship salaries, most applicable Performance Advancement amounts, and the like, are tied to statutory salary levels for the indicated equated Grade.  Within these particular units, certain traineeship salaries in certain Counties are subject to an increase to address recruitment difficulties. Those cases are noted when and where appropriate. Within these units, those increases are treated as the Hiring Rate being either the specific, noted amount, or the Hiring Rate of the equated Grade of the applicable traineeship level, whichever is higher.  Some salaries for other traineeships also are presented as the equated amount plus a specific dollar amount. That dollar amount typically is increased by the amount of the General Salary Increase for the negotiation unit at issue – of which there is none as of the time of writing this memorandum.  There will be cases, based on prior graded State service, where State employees appointed to a traineeship will be compensated at a higher rate than those indicated on the Excel spreadsheets. In these as in all cases, the actual compensation paid to these employees will be determined by the Office of the State Comptroller. |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated Salary Grade (per the pay scale for these units effective April 2016, which at present is identical to that effective April 2015).  There will be cases, based on prior graded State service, where State 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.    This amount does not include any extra dollar amounts listed in the Equated Salary Grade column. That amount will be noted next to the Equated Salary Grade Hiring Rate, or in a footnote, or both. |
| **Service Payment** | This number is the Performance Advancement increment value associated with the equated Salary Grade of a traineeship title. (Please take appropriate note of the relevant footnotes and qualifiers.) 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 given two-year traineeship leads to a Grade 18 title, the Not to Exceed Amount is the Job Rate of Grade 18. In the event that a given 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 column shows the “graded” title to which all State employees move upon successful completion of a traineeship. (Also known as the “Target Title” or “Journey Title” or “Journey Level Title” or some similar moniker.) |
| **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** | For most traineeships in most units, including the ones described in this spreadsheet, this number represents the performance advancement increment value associated with the salary grade of the Target Title (unless otherwise noted).  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. |

**ATTACHMENT B – SPREADSHEET FOOTNOTE DESCRIPTIONS**

**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. |
| \*\* | Signifies that a given traineeship’s equated rates are subject to a difference within certain Counties, to address recruitment difficulties, as noted on the Excel spreadsheet. This difference will be phased out, gradually, as the Hiring Rate of the grade to which the traineeship Level is equated eclipses it. At present there is only one traineeship for which this special rate is payable, the one leading to the Target Title of Highway Maintenance Worker 1. |
| 1 | Signifies that for this traineeship, 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 for general scenarios and the Office of the State Comptroller should be contacted about specifics.

Baring exceptions, salaries are calculated consistent with the most-recently chaptered pay bills. At present there is no pay bill effective April 1, 2016 for these units.

Certain traineeships allow for “fast-tracking,” formally known as “Early Advancement,” and the Division of Classification and Compensation should be contacted for more information. Early Advancement primarily is associated with negotiation units other than the ones at issue in this document – especially PS&T.

In the case where a traineeship is extended beyond its normal time frame, the Office of the State Comptroller should be contacted about salary compensation information.

**A. Traineeships of One (1) Year or Less**

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| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a traineeship.  **Ending Compensation** – The Hiring Rate of the Target Title OR current salary plus the Service Payment. |
| **Prior Graded State Service** | **Starting Compensation** – The higher of the Hiring Rate of a traineeship OR current Graded salary. If an employee’s current Graded position, however, 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 Full Performance Level Title (the “Target Title”).  **Ending Compensation** – The higher of 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).  However, under circumstances where 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, an employee’s salary will be calculated as the higher of: 1) the Hiring Rate of the Full Performance Level Title (“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 (1) 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 (this advancement requires processing by each agency).  **Ending Compensation** – The Hiring Rate of the Full Performance Level Title (Target Title). |
| **Prior Graded State Service** | **Starting Compensation** – The higher of the Hiring Rate of a traineeship OR current Graded salary. 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 higher of the Hiring Rate of the Trainee title in conjunction with the movement between Trainee levels OR the current salary plus a “Service Payment” (usually subject to the listed Not to Exceed Amount). This will occur for each level of advancement only if rated satisfactory in the traineeship (this advancement requires processing by each agency).  **Ending Compensation** – The higher of 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). However, under circumstances where 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, an employee’s salary will be calculated as the higher of: 1) the Hiring Rate of the full performance level 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. |