

MEMORANDUM

TO: Directors Human Resources

FROM: Director Division Classification and Compensation

SUBJECT: State Fiscal Year 2019-20 Salaries for Administrative Services (02), Operational Services (03), and Institutional Services (04) Negotiating Unit Traineeships

DATE: April 2019

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This Memorandum supersedes all previous Administrative Services (ASU) (02), Operational Services (OSU) (03), and Institutional Services (ISU) (04) Negotiation Unit traineeship Advisory Memoranda. The new rates, which include the April 2019 two percent increase for ASU, OSU, and ISU employees, can be found on the Department of Civil Service's Web Site at:

<http://www.cs.ny.gov/businesssuite/Appointments/traineeships/>

The revised trainee salary rates are Effective April 2019.

Attachments A - C provide guidance on interpreting the information in the Excel document, which covers salary rates, and traineeship structure and progression.

Trainee rates are 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 Compensation representative. Questions regarding payroll preparation and salary calculation should be directed to the Office of the State Comptroller.

/s/
Abner JeanPierre

Attachments

ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND AND FOOTNOTE DESCRIPTIONS

Headers and Descriptions

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.
Equated Salary Grade	Although traineeship titles are non-statutory (NS), all Administrative Services, Operational Services, and Institutional Services traineeships are equated to a Salary Grade. Accordingly, Performance Advancement amounts, and the like, are tied to the equated Grade.
Equated Salary Grade Hiring Rate	The salary associated with the equated Salary Grade (per the Administrative Services, Operational Services, and Institutional Services pay scale effective April 2019).
Service Payment	This number is the Performance Advancement increment value associated with the equated Salary Grade of a traineeship title (please note relevant footnotes and qualifiers). State employees who successfully have completed 52 weeks in a Trainee level are eligible for a Service Payment (exceptions apply and will be noted). 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 usual 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. 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," "Full Performance Title," or some similar such moniker, is used. Once this is achieved the Trainee has successfully completed his or her traineeship. Sometimes a Service Payment, or an Increased Upon Completion, is payable as well (in a sense immediately prior to appointment to the Target Title).
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 State employees who successfully have completed a traineeship who also entered the traineeship with prior graded State service, and have advanced to a higher graded position by way of 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

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.)

Footnote	Description
*	Signifies that the length of this traineeship is different than the typical 52 weeks. 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.
1	Signifies that for this traineeship, the "Service Payment" is only payable upon completion of a set number of "competencies," associated with the line of work, 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

The following progressions are for general scenarios; the Office of the State Comptroller should be contacted with questions regarding specific employees. Barring exceptions, traineeship salaries are calculated consistently with the effective salary schedules.

First, some commonly used traineeship terms will be defined so that the scenarios presented will be more understandable. Then, the most-common scenarios will be presented.

A. Traineeships Lasting One (1) Year or Less

Scenario	Description
No Prior Graded State Service	<p>Starting Compensation – The Hiring Rate of a traineeship’s equated Grade level.</p> <p>Ending Compensation – The Hiring Rate of the Target Title or current salary plus the Service Payment.</p>
Prior Graded State Service	<p>Starting Compensation – The higher of the Hiring Rate of a traineeship or the 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.</p> <p>Ending Compensation – The higher of the current traineeship salary plus the Service Payment of the Trainee Title (usually subject to the listed Not to Exceed Amount) plus the Increase Upon Completion of the Trainee Title or the Hiring Rate of the Target Title.</p> <p>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 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.</p>

B. Traineeships Longer than One (1) Year

Scenario	Description
No Prior Graded State Service	<p>Starting Compensation – The Hiring Rate of a traineeship.</p> <p>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).</p> <p>Ending Compensation – The Hiring Rate of the Target Title.</p>
Prior Graded State Service	<p>Starting Compensation – The higher of the Hiring Rate of a traineeship or current Graded salary. 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.</p> <p>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).</p>

Scenario	Description
	<p>Ending Compensation – The higher of the current traineeship salary plus the “Service Payment” of the Trainee title (usually subject to the listed Not to Exceed Amount) plus the “Increase Upon Completion” of the Trainee title OR the Hiring Rate of the 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 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.</p>