**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2014-15 Memorandum **(Effective April 2014)** of Revised Salaries for District Council 37 Represented Negotiating Unit Traineeship Titles

**DATE:** January, 2015

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

This Memorandum supersedes all previous District Council 37 (DC37) Negotiation Unit Traineeship Advisory Memoranda.

These revised salary rates are **Effective April 2014** and apply to all parenthetics. State employees represented by DC37 are found in the Rent Regulation Services Unit.

As in previous years, Traineeship information is being provided in an Excel spreadsheet. The spreadsheet can be found on the Department of Civil Service’s Web Site at <http://www.cs.ny.gov/businesssuite/Appointments/Traineeships/>. The spreadsheet only will be updated when a Traineeship is added, deleted, or amended.

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 your Division of Classification and Compensation analyst. 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 Traineeship title(s). |
| **Equated Salary Grade** | Though Traineeship pay scales are considered non-graded, most Traineeships in most bargaining units are equated to a salary grade, meaning that in most cases the starting salary of the Traineeship will be the same as a graded employee’s pay at the indicated “equated” grade. This column shows the salary grade to which a given Traineeship is equated.  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. The actual compensation paid to these employees will be calculated by the Office of the State Comptroller. |
| **Equated Salary Grade Hiring Rate** | This column shows the salary associated with the equated salary grade (per the pay scale for these units effective April 2014), or the actual starting salary in non-equated Traineeships. |
| **Performance Advancement** | The Performance Advancement increment value associated with the equated salary grade of the grade to which the Traineeship level is equated, or another performance advancement amount in non-equated Traineeships. State employees who successfully have reached the mid-point of a Trainee level and/or completed a Traineeship level (these numbers are calculated in weeks and depend on the length of a Traineeship – one year, two year, or three year) **AND** are rated “substantially exceeds” or “outstanding,” are eligible for a Performance Advancement depending on evaluation **AND** in various circumstances (exceptions apply and they will be noted appropriately), may receive the Performance Advancement. The addition of a Performance Advancement cannot allow any employee’s salary to exceed the “Not To Exceed Amount” of a Trainee title. |
| **Not To Exceed Amount** | This number represents the Job Rate associated with an equated salary grade. Due to prior graded State service, certain State employees can enter a Traineeship above this rate and progress beyond this rate as a result of an “Increase Upon Completion” payment. |
| **Full Performance Level Title** | This is the graded title to which Trainees move upon successful completion of a Traineeship. Sometimes it also is called the “Target Title.” Once this is achieved the Trainee has successfully completed his or her Traineeship. Grade equation no longer is an issue. |
| **Grade** | This is the salary grade associated with the full performance level title (“Target Title”); the grade level arrived at upon successful completion of a Traineeship. At this point grade “equation” no longer is an issue. The employee is in an allocated title. |
| **Increase Upon Completion** | This number represents the performance advancement increment value associated with the salary grade of the full performance level title. This type of compensation is only available for State employees who successfully have completed a Traineeship and who entered a Traineeship: 1) with prior graded State service but advance to a higher graded position via a Traineeship; and 2) whose salary rate when advancing to the full performance level title is higher than the Hiring Rate of the full performance level title. The addition of an “Increase Upon Completion” is not subject to the listed “Not To Exceed Amount.” |

**ATTACHMENT B – SALARY RATE PROGRESSION SCENARIOS**

First, some commonly used Traineeship terms will be presented and defined so that the scenarios presented will be more understandable.

**A. Traineeship Terms and Definitions**

**All Traineeships**

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| --- | --- |
| **Term** | **Definition** |
| Substantially Exceeds | “Substantially Exceeds” applies to a very favorable rating received during a performance evaluation. This term sometimes is interchangeable with the term “Outstanding.” |

**One (1) Year or Less Traineeships \***

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval. |
| Completion of the Traineeship | Fifty-Two (52) Week Interval. |

**Two (2) Year Traineeships \***

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval **AND** Seventy-Eight (78) Week Interval. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | Fifty-Two (52) Week Interval. |
| Completion of the Traineeship | One Hundred and Four (104) Week Interval. |

\* 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.) Please note that: 1) certain Traineeships allow for “fast-tracking” and the Division of Classification and Compensation should be contacted for more information; and 2) 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.

**B. Traineeship One (1) Year or Less\***

|  |  |
| --- | --- |
| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a Traineeship.  **Compensation Progression** – If rated “Substantially Exceeds” at the mid-Traineeship level, add the applicable “Performance Advancement” on top of the current Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the mid-Traineeship level, continue Traineeship at current salary.  **Ending Compensation** – The higher of the current Traineeship salary **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the higher of the current Traineeship salary **OR** the Hiring Rate of the full performance level title (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the completion of the Traineeship **AND** the prior rating period, do not add the “Performance Advancement” to this salary. |
| **Prior Graded State Service** | **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 targeted full performance level title.  **Compensation Progression** – If rated “Substantially Exceeds” at the mid-Traineeship level, add the applicable “Performance Advancement” on top of the current Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the mid-Traineeship level, continue Traineeship at current salary.  **Ending Compensation** – The higher of the current salary plus the “Increase Upon Completion” **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). Then pay the higher of the current salary plus the “Performance Advancement” plus the “Increase Upon Completion” of the Trainee title **OR** the Hiring Rate of the full performance level title. If not rated “Substantially Exceeds” at the completion of the Traineeship **AND** the prior rating period, do not add the “Performance Advancement” to this salary. |

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**C. Traineeship 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** – If rated “Substantially Exceeds” at the mid-Traineeship level interval, add the applicable “Performance Advancement” on top of the current Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the mid-Traineeship level interval, continue Traineeship at current salary. At the end of the Traineeship level, pay the higher of the current Traineeship salary **OR** the Hiring Rate of the Trainee title in conjunction with the movement between Trainee levels. Additionally, if rated “Substantially Exceeds” at the end of a Traineeship level interval, add the applicable “Performance Advancement” on top of the new Trainee level salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds,” continue Traineeship at the new Trainee level salary.  **Ending Compensation** – The higher of the current Traineeship salary or the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the higher of the current Traineeship salary **OR** the Hiring Rate of the full performance level title (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the end of a Traineeship and at the prior rating interval, do not add the “Performance Advancement” to this salary. |
| **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 will be reconstructed based upon the grade level of the targeted full performance level title.  **Compensation Progression** – If rated “Substantially Exceeds” at the mid-Traineeship level interval, add the applicable “Performance Advancement” on top of the current Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the mid-Traineeship level interval, continue Traineeship at current salary. At the end of the Traineeship level, pay the higher of the current Traineeship salary **OR** the Hiring Rate of the Trainee title in conjunction with the movement between Trainee levels. Additionally, if rated “Substantially Exceeds” at the end of a Traineeship level interval, add the applicable “Performance Advancement” on top of the new Trainee level salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds,” continue Traineeship at the new Trainee level salary.  **Ending Compensation** – The higher of the current salary plus the “Increase Upon Completion” **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the current Traineeship salary **AND** the Hiring Rate of the full performance level title (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). Then pay the higher of the current salary plus the “Performance Advancement” plus the “Increase Upon Completion” of the Trainee title **OR** the Hiring Rate of the full performance level title plus the “Performance Advancement.” If not rated “Substantially Exceeds” at the end of a Traineeship and at the prior rating interval, do not add the “Performance Advancement” to this salary. |

\* 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.) Please note that: 1) certain Traineeships allow for “fast-tracking” and the Division of Classification and Compensation should be contacted for more information; and 2) 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.