**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2015-16 Memorandum **(Effective April 2015)** of Revised Salaries for DC37 Represented Negotiating Unit Traineeship Titles

**DATE:** April, 2015

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

This Memorandum supersedes all previous Housing and Community Renewal – Rent Administration unit (67) Traineeship Advisory Memoranda, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are **Effective April 2015** and apply to all parenthetics.

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 and/or at the start of a new Fiscal Year. A new salary schedule, for example, would count as a Traineeship being amended, and thus a new spreadsheet will be produced.

The following attachments seek to explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions, Traineeship salaries, 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 of this memorandum to your appropriate personnel and payroll staff.

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Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

**Headers and Descriptions**

|  |  |
| --- | --- |
| **Header** | **Description** |
| **Trainee Title** | This column displays the name(s) of the Traineeship. In other negotiation units, in some cases this may differ from the name of the Target Title, but such is not the case in the unit at issue. 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, the two Traineeships in this unit both are equated to a salary grade, meaning that in most cases the starting salary of the Traineeship, as well as the salaries associated with the various levels of the Traineeship, will be the same as a graded employee’s pay at the indicated “equated” grade.  |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated salary grade (per the pay scale for this unit effective April 2015).  |
| **Performance Advancement** | 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 (certain exceptions apply), may receive the Performance Advancement. In the Traineeships within this unit, the Performance Advancement is the value of the Performance Advancement of the Grade to which the Traineeship Level is equated. (For example, the Performance Advancement of a Trainee 1 title which is equated to Grade 14 would be the standard Grade 14 Performance Advancement amount for this unit, in most cases.) During the duration of a Traineeship, the addition of a Performance Advancement cannot allow any employee’s salary to exceed the “Not to Exceed Amount,” under most conditions. |
| **Not To Exceed Amount** | This number represents a salary rate most Trainees cannot go over during the Traineeship.For the Traineeships within this unit, this is the Job Rate of equated salary grade. For example, if a Traineeship level is equated to Grade 13, the Not To Exceed Amount would be the Job Rate of Grade 13.Due to prior graded State service, certain State employees can enter a Traineeship above the Not to Exceed Amount, and thus upon completion of the Traineeship and attainment of the Target Title can progress beyond the Not to Exceed Amount as a result of an “Increase Upon Completion” payment. |
| **Full Performance Level Title** | Also called the “Target Title,” this is the graded title to which trainees move upon successful completion of a Traineeship. Once this is achieved the Trainee has successfully completed his or her Traineeship. Grade equation no longer is an issue; the employee is in an allocated 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. At this point grated “equation” no longer is an issue. The employee is in an allocated title. |
| **Increase Upon Completion** | As is the case with most Traineeships in most units, this number represents the Performance Advancement of the Target Title. This type of compensation is only 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 addition of an "Increase Upon Completion" is not subject to the listed "Not to Exceed Amount." |

**ATTACHMENT B – SALARY RATE PROGRESSION SCENARIOS**

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

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

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

**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.” Usually it is the highest-possible Performance Rating in a given Traineeship. |

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

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| --- | --- |
| **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. |

**B. Traineeship One (1) 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.**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. |

**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 Target 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 may be “reconstructed” based upon the grade level of the Target 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 Target 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 Target 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. |