**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 DC37 Represented Negotiating Unit Traineeship Titles

**DATE:** April, 2016

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This unit, 67, variously is known as the Housing and Community Renewal – Rent Administration Unit or the Rent Regulation Services Unit. Regardless of moniker, this Memorandum supersedes all previous memoranda for this unit, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are effective April 2016 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/](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; and/or when a new salary schedule is in effect. As of the time of writing, no new schedule taking effect April 2016 has been propagated for this unit. When one is, this spreadsheet will be updated.

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 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 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**

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| --- | --- |
| **Header** | **Description** |
| **Trainee Title** | This column displays the name(s) of the traineeship. In other negotiation units, in some cases this may differ in a minor way 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, most traineeships, including the two traineeships within this unit, 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 current pay scale for this unit. As noted above, as of the time of writing no new salary schedule taking effect in April 2016 for this unit has been propagated. Accordingly the salary schedule drawn from is the same as was seen in the April 2015 spreadsheet. |
| **Performance Advancement** | State employees who successfully have reached the mid-point of a Traineeship Level and/or completed a Traineeship Level (these numbers are calculated in weeks and depend on the length of a traineeship) AND are granted the highest possible performance rating for that traineeship (usually the label is “Substantially Exceeds Expectations,” “Substantially Exceeds,” or “Outstanding”) may be eligible for a Performance Advancement depending on evaluation. (For these purposes, unless the context clearly suggests otherwise, all of these terms should be considered interchangeable and all synonymous with the highest rating of a given traineeship.)  In the traineeships within this unit, as is the case in most traineeships, 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 2 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 most traineeships, including the two traineeships within this unit, this is the Job Rate of the Target Title.  . |
| **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 Grade “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 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 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 Expectations is the typical moniker for the highest possible Performance Rating within most traineeships. Sometimes the term used is “Outstanding.” Unless the context clearly suggests otherwise, throughout these scenarios “Substantially Exceeds Expectations is to be taken as a synonym for whatever the highest rating of a given traineeship is. |

**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**

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| --- | --- |
| **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 Expectations” at the Mid-Traineeship Level, add the applicable Performance Advancement to the current traineeship salary (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds Expectations” 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 Target Title. If rated “Substantially Exceeds Expectations” when advanced to the Target Title AND also rated “Substantially Exceeds Expectations” 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 Target Title (the addition of the Performance Advancement cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds Expectations” when advanced to the Target Title 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 Target Title.  **Compensation Progression** – If rated “Substantially Exceeds Expectations” 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 Expectations” 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 Target Title. If rated “Substantially Exceeds Expectations” when advanced to the Target Title AND also rated “Substantially Exceeds Expectations” 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 Expectations” when advanced to the Target Title 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 Expectations” 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 Expectations” 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 Expectations” 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 Target Title. If rated “Substantially Exceeds Expectations” when advanced to the Target Title AND also rated “Substantially Exceeds Expectations” 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 make the salary exceed the “Not to Exceed Amount”). If not rated “Substantially Exceeds Expectations” when advanced to the Target Title 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 Expectations” 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 cause the salary to exceed the Not to Exceed Amount). If not rated “Substantially Exceeds Expectations” 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 Expectations” 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. (For example, a Trainee who consistently was rated as “Meets Expectations” in a traineeship equated to Grades 13 and 14 at levels one and two respectively would earn the Grade 13 rate only throughout the Trainee 1 level and the Grade 14 rate throughout the Trainee 2 level.)  **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 Expectations” when advanced to the Target Title AND also rated “Substantially Exceeds Expectations” 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 Target Title plus the Performance Advancement. If not rated “Substantially Exceeds Expectations” when advanced to the Target Title and at the prior rating interval, do not add the Performance Advancement to this salary. |