

MEMORANDUM

TO: Directors Human Resources Management

FROM: Director Classification and Compensation

SUBJECT: State Fiscal Year 2019-20 Salaries for Rent Regulation Services Unit (67)
Negotiating Unit Traineeships

DATE: April 2019

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This memo supersedes all previous Rent Regulation Services Unit (RRSU) (67) Negotiating Unit traineeship memoranda. The new rates can be found on the Department of Civil Service's Web Site at:

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

Attachments A and B 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

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 RRSU 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	<p>The salary associated with the equated Salary Grade (per the RRSU pay scale effective April 2015).</p> <p>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.</p>
Performance Advancement	<p>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), and/or have completed the traineeship, and receive the highest rating for that traineeship, may be eligible for a Performance Advancement (certain exceptions may apply).</p> <p>The highest rating for most traineeships typically is referred to as “Substantially Exceeds Expectations.” Sometimes the shorter form “Substantially Exceeds” is used, sometimes “Outstanding,” and sometimes a moniker that is particular to a given traineeship. All these terms should be considered synonymous, with one another and with the highest rating in a given traineeship, unless the context suggests otherwise.</p> <p>The Performance Advancement is the value of the Performance Advancement of the RRSU Grade to which the traineeship Level is equated. (For example, the Performance Advancement of a Trainee 1 title which is equated to Grade 13 would be the standard, statutory RRSU Grade 13 Performance Advancement amount.)</p>
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 Performance Advancement, 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

Header	Description
	<p>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.</p> <p>The Increase upon Completion is the Performance Advancement of the Grade of the Target Title.</p>

ATTACHMENT B – 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. Traineeship Terms and Definitions

All Traineeships

Term	Definition
Substantially Exceeds	“Substantially Exceeds,” synonymous with “Substantially Exceeds Expectations,” refers to the highest performance rating received during a performance evaluation. In some traineeships the term “Outstanding,” or some other moniker specific to a given traineeship, is used to express the concept, but the idea is the same. Unless the context clearly suggests otherwise, throughout these scenarios “Substantially Exceeds Expectations” or “Substantially Exceeds” is to be taken as a synonym for whatever the highest rating of a given traineeship is.

One (1) Year or Less Traineeships

Term	Definition
Mid-traineeship Level	26-Week Interval. At this point the Trainee typically continues or is terminated.
Completion of the traineeship	52-Week Interval. At this point the Trainee typically advances to Target Title or is terminated.

Two (2) Year Traineeships

Term	Definition
Mid-Traineeship Level	26-Week Interval and 78-Week Interval. At this point the Trainee typically continues or is terminated.
End of the Traineeship Level (i.e., transition between Trainee titles)	52-Week Interval. At this point the Trainee typically advances to the next Traineeship Level or is terminated.
Completion of the Traineeship	104-Week Interval. At this point the Trainee typically advances to Target Title or is terminated.

B. Traineeship One (1) Year or Less

Scenario	Description
No Prior Graded State Service	<p><u>Starting Compensation</u> – The Hiring Rate of a traineeship's equated Grade level.</p> <p><u>Compensation Progression</u> – 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.</p> <p><u>Ending Compensation</u> – 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.</p>
Prior Graded State Service	<p><u>Starting Compensation</u> – 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><u>Compensation Progression</u> – 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.</p> <p><u>Ending Compensation</u> – 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.</p>

C. Scenarios: Traineeships Longer Than One (1) Year

Scenario	Description
No Prior Graded State Service	<p><u>Starting Compensation</u> – The Hiring Rate of a traineeship.</p> <p><u>Compensation Progression</u> – 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</p>

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	<p>cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds,” continue traineeship at the new Trainee Level salary.</p> <p><u>Ending Compensation</u> – 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.</p>
Prior Graded State Service	<p><u>Starting Compensation</u> – 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.</p> <p><u>Compensation Progression</u> – 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.)</p> <p><u>Ending Compensation</u> – 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.</p>