



MEMORANDUM

TO: Associate/Directors Human Resources
FROM: Director of Classification and Compensation
SUBJECT: Performance Advance for Engineer Trainee, NS=18
DATE: March 17, 2017

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The performance advance payment for Engineer Trainee, equated to Grade 18 and leading to the target title of Assistant Engineer (various parentheses), Grade 20, varies from that of other trainees. The performance advance (also linked to Grade 18) is payable only upon attainment of the Fundamentals of Engineering (FE) certificate.

Advancement to the target title is contingent upon satisfactorily serving one year (52 weeks) as a trainee and attaining the FE credential. During that one year, the trainee is paid the Grade 18 hiring rate until he or she obtains the FE credential, at which time he or she is paid the Grade 18 hiring rate plus the Grade 18 performance advance.

Trainees must be evaluated at least yearly and obtain the FE credential within two years (104 weeks). If a trainee fails to attain the FE credential by the end of that period, he or she shall be terminated from the traineeship.

New hires that have both one year of engineering experience and the FE credential may, at the sole discretion of the appointing agency, be appointed directly to the target title. Various scenarios are described below. In all cases, employees who fail to obtain the FE credential within two years (104 weeks) must be terminated.

Scenario One: An employee neither has experience nor the FE credential

- Pay the Grade 18 hiring rate.
- Continue to do so until the trainee attains the FE credential or is terminated from the traineeship.
- Upon attainment of the FE credential, add the Grade 18 performance advance to the Grade 18 hiring rate.
- Upon successful completion of at least one year (52 weeks) of service, if the FE credential has already been obtained and the employee's performance is satisfactory, appoint to the target title.
- If FE credential is obtained at or after 52 weeks of satisfactory service as a trainee (but before mandatory termination), then appoint to target title, and add the Grade 18 performance advance to the Grade 20 salary.

Scenario Two: An employee has the experience but not the FE credential

- Treat the same as Scenario One.
- Any appointee without the FE credential must serve at least one year (52 weeks) in the traineeship and until the FE credential is obtained (up to two years (104 weeks)).

Scenario Three: An employee has the FE credential but not the experience

- Pay the Grade 18 hiring rate plus the performance advance of Grade 18 throughout the one-year (52 weeks) traineeship.
- Upon satisfactory completion of one year (52 weeks) of service, appoint to the Grade 20 target title (barring termination).

Scenario Four: An employee has both the FE credential and the experience

- Agencies may appoint to the Grade 20 target title at their sole discretion.
- If an agency decides not to do so, see Scenario Three.

Scenario Five: An employee transfers from a graded title into the traineeship

- As with all transfer scenarios, consult the Office of the State Comptroller.