**MEMORANDUM**

**TO:** Directors Human Resources

**FROM:** Director of Classification and Compensation

**SUBJECT:** State Fiscal Year 2018-19 Salaries for Professional, Scientific, and Technical (05) and Managerial/Confidential (06) Negotiating Unit Legal Traineeships

**DATE:** April 2018

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

This Memorandum supersedes all previous Professional, Scientific, and Technical (PS&T) (05) and Managerial/Confidential (M/C) (06) Legal Traineeship Advisory Memoranda. The new rates, which include the April 2018 two percent increase for PS&T employees, and the April 2018 one percent parity increase and two percent general salary increase for M/C employees, 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/)

These revised salary rates are effective April 2018 for titles whose default negotiating Unit is PS&T (05), or M/C (06). If a specific Legal Traineeship is in a negotiating unit other than M/C or PS&T, contact your Classification and Compensation representative.

The following attachment provides 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.

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Abner JeanPierre

Attachments

**ATTACHMENT – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

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| **Header** | **Description** |
| **Trainee Title** | This column displays the Traineeship Title(s). Note that distinct Trainee Titles within the Legal Traineeship begins at the third level. |
| **Qualifications** | These are the specific minimum qualifications associated with appointment to each Traineeship Title. Appointments can be made to any trainee level depending on the specific qualifications of the hiree. |
| **Salary** | This number is the starting salary of a Traineeship Title. Please note that Legal Traineeship salaries are not equated to a Grade. Two distinct columns, one for PS&T traineeships and one for M/C traineeships, are presented.  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 the rates indicated on the spreadsheet. Additionally, salaries may vary depending on whether an incumbent qualifies for an Honors Premium (a bonus, not covered in any C&C publication, that is keyed to the Trainee’s law school performance).  As with all traineeships, the actual salary for these employees will be calculated by the Office of the State Comptroller. |
| **Advancement** | This information details how incumbents progress through a traineeship. Conditions often are specified herein wherein a Trainee should be terminated, due to failure to progress. Note that in all cases the Salary at the next level should include a Performance Advancement keyed to performance review. |
| **Performance Advancement Upon Completion of a Level (Effective Performance)** | This number represents the advancement increment value an incumbent receives when transitioning between traineeship Titles if that incumbent is rated “Effective.” |
| **Performance Advancement upon Completion of a Level (Outstanding or Substantially Exceeds Performance)** | This number represents the advancement increment value an incumbent receives when transitioning between Traineeship Titles, if that incumbent is rated the highest rating for that traineeship. In most Legal Traineeships, the appropriate moniker is “Outstanding,” which is the equivalent of the “Substantially Exceeds Expectations” rating found in many other traineeships. (For these purposes, “Outstanding,” and “Substantially Exceeds,” or “Substantially Exceeds Expectations,” should be considered synonymous.) |
| **Not to Exceed Amount** | As is the case with most traineeships, this number represents the Job Rate of the salary grade of the Target Title – a PS&T Grade 25 or M/C M-1. Due to prior graded State service, certain State employees can enter a traineeship above this rate and/or have their salary progress beyond this rate. |