**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2014-15 Memorandum **(Effective April 2014)** of Revised Salaries for Managerial/Confidential (06) Traineeship Titles

**DATE:** January 2015

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

This Memorandum supersedes all previous Managerial/Confidential (06) Traineeship Advisory Memoranda.

These revised salary rates are effective **April 2014** and apply to all parenthetics. Certain titles (noted on the Excel spreadsheet) are shared with the PS&T Negotiating Unit (05). Where MC and PS&T overlap, PS&T is the default unit. This memorandum and the accompanying spreadsheet then apply when a given Traineeship in these titles is designated M/C.

Traineeship information is being provided in an Excel spreadsheet, as it has in prior years. 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 will only be updated when a Traineeship is added, deleted, or amended.

The following attachments to this memorandum seek to explain the Excel spreadsheet format and provide further guidance on Performance Advancement payments 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 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 Traineeship title(s).  |
| **Salary** | This is the starting salary of a Traineeship. The convention in most other, non-M/C Traineeships is to equate the various Traineeship levels to a Salary Grade, but such is not the convention in most M/C Traineeships. There is only one M/C Traineeship equated to a Salary Grade (Payroll Analyst) at present. In all but that one case the starting salary of the Traineeship represents the starting salary on the previously issued spreadsheet, plus 2% (reflecting the 2% across-the-board M/C raise which became effective in the 2014-15 Fiscal Year).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 those indicated on the Excel spreadsheet. The actual salary for these employees will be determined by the Office of the State Comptroller. |
| **Performance Advancement Payment** | Performance Advancement payments for most M/C Traineeships, are based on ratings received during semi-annual performance evaluations (twenty-six (26) week, fifty-two (52) week, and seventy-eight (78) week intervals). Junior Trial Examiner Trainees do not receive any Performance Advancement payments. When Traineeship levels are equated to a grade, the Trainee 1 and Trainee 2 salary rates both are those of the equated grade, but the Performance Advancements still are based on the semi-annual performance evaluation. |
| **Not To Exceed Amount** | This number represents the Hiring Rate associated with the salary grade of the position to which the Traineeship leads (variously referred to as the “full performance title” or the “target title”). (In most cases this is Grade 18.) 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. |
| **Full Performance Level Title** | This is the “graded” title to which all State employees move upon successful completion of a Traineeship. Sometimes this also is called the “Target Title.” |
| **Grade** | This is the salary grade associated with the title to which one advances upon successful completion of the Traineeship (“Full Performance Title” or “Full Performance Level Title” or “Target Title.”) In most cases with M/C Traineeships, this is Grade 18. |
| **Increase Upon Completion** | This number represents the Performance Advancement increment value associated with the salary grade of the full performance level title (this does not apply to Junior Trial Examiner Trainees). This type of compensation is only available for State employees who successfully complete a Traineeship and who entered a Traineeship under one of the following conditions: 1) with prior graded State service who advance to a higher graded position *via* a Traineeship; and 2) whose salary rate when advancing to the full performance level title is higher than the Hiring Rate of the performance level title. The addition of an “Increase Upon Completion” is not subject to the listed “Not To Exceed Amount.” |

**ATTACHMENT B – PERFORMANCE ADVANCEMENT PAYMENTS**

**FOR ADMINISTRATIVE TRAINEESHIP TITLES AND OTHER M/C TRAINEESHIPS NOT SPECIFICALLY EXCLUDED**

(The following does not apply to Junior Trial Examiner Trainees.)

Performance Advancement payments for employees in the M/C Traineeships, as well as certain Traineeships designated “Administrative” whether they are M/C or not, are based on ratings received during semi-annual performance evaluations.

Section A of this attachment applies when a Trainee enters a Traineeship from outside State service; or when a Trainee’s base salary from prior State service “Does Not Exceed” the hiring rate of the salary grade 18 full performance level title when entering a Traineeship.

Section B of this attachment applies when a Trainee has prior State service and: 1) a Trainee’s base salary “Does Exceed” the hiring rate of the salary grade 18 full performance level title when entering a Traineeship; or 2) a Trainee’s base salary eventually “Does Exceed” the hiring rate of the salary grade 18 full performance level title as a result of Performance Advancements received when Section A is applied to a Trainee (Section B will then apply for the remainder of the Traineeship period).

**A. Employees Whose Base Salary “DOES NOT EXCEED” the Hiring Rate of the Salary Grade 18 Full Performance Level Title**

If a Trainee is rated Meets Expected Standards or Substantially Exceeds Standards/Outstanding, the Trainee will receive the appropriate Performance Advancement payment listed in the following chart.



When the addition of a Performance Advancement payment results in a salary that exceeds the “Not To Exceed Amount,” the Performance Advancement payment will be paid only partially, and the salary will be established at the “Not To Exceed Amount.” In this case, any future Performance Advancement payments will be calculated according to Section B.

**B. Employees Whose Base Salary “DOES EXCEED” the Hiring Rate of the Salary Grade 18 Full Performance Level Title**

If a Trainee is rated Meets Expected Standards or Substantially Exceeds Standards/Outstanding, the Trainee will receive the appropriate Performance Advancement payment listed in the following chart.



Under these circumstances, an employee’s base annual salary may not exceed the Job Rate of salary grade 18 full performance level title as a result of such payments.

**ATTACHMENT C – SALARY RATE PROGRESSION SCENARIOS \***

(The following does not apply to Junior Trial Examiner Trainees.)

These scenarios should be understood as applying to most seemingly applicable cases, and the Office of the State Comptroller should be contacted should any questions arise relating to the situations of specific Trainees.

**A. Salary Rates for New State Employees**

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| --- | --- |
| **Scenario** | **Description** |
| Starting as a Trainee 1 | Appointed to the Trainee 1 level. Salary rates for these titles are fixed and generally are not equated to a salary grade, with the one current exception of the Payroll Analyst Traineeship. |
| Advancement from Trainee 1 to Trainee 2 | After successful completion of the first fifty-two (52) weeks, Trainees 1 will become Trainees 2 (this advancement requires processing by each agency). Trainee 2 salary rates represent the Trainee 1 fixed salary, plus any Performance Advancement payments received during the first year of a Traineeship. The sole current exception is the Payroll Analyst Traineeship, wherein the Trainee 2 rate is a fixed rate that is equated to a certain Salary Grade (see the spreadsheet). |
| Advancement from Trainee 2 to the Full Performance Level Title | At the end of the second fifty-two (52) weeks of a Two (2) Year Traineeship, successful Trainees will advance to the salary grade of the full performance level title (“target title”) and its corresponding salary rate. At this point grade equation no longer is an issue, as the employee is in a properly allocated title. Most but not all M/C Traineeships lead to Grade 18 titles. |

**B. Salary Rates for Current State Employees**

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| **Scenario** | **Description** |
| Starting as a Trainee 1 | Current State employees who move from salary graded positions to a Trainee 1 will receive the higher of either: 1) their current 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); **OR** 2) the fixed salary (as of April 2014) for Trainee 1. Actual salary paid to these employees will be determined by the Office of the State Comptroller. |
| Advancement from Trainee 1 to Trainee 2 | After successful completion of the first fifty-two (52) weeks of a Traineeship, Trainees 1 will become Trainees 2 (this advancement requires processing by each agency). Trainee 2 salary rates represent the Trainee 1 salary, plus any Performance Advancement payments received during the first year of a Traineeship, except when a Traineeship is equated to grade. |
| Advancement from Trainee 2 to the Full Performance Level Title | At the end of the second fifty-two (52) weeks of a Traineeship, successful Trainees will advance to the salary grade 18 full performance level title. The salary rate for the full performance level title will either be the higher of: 1) the Hiring Rate of the full performance level title; **OR** 2) an “Increased Upon Completion” adjustment added to an employee’s current salary rate.  |

\* These are for general scenarios and the Office of the State Comptroller should be contacted about specifics. (Baring exceptions, salaries are calculated consistent with the most-recently chaptered pay bills.) Please note that: 1) certain Traineeships allow for “fast-tracking” and the Division of Classification and Compensation should be contacted for more information; and 2) in the case where a Traineeship is extended beyond its normal time frame, the Office of the State Comptroller should be contacted about salary compensation information.