**MEMORANDUM**

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

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

**SUBJECT:** State Fiscal Year 2015-16 Memorandum **(Effective July 2015)** of Revised Salaries for Managerial/Confidential (06) Traineeship Titles

**DATE:** July 2015

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

This Memorandum supersedes all previous Managerial/Confidential (06) (M/C) Traineeship Advisory Memoranda, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are effective **July 2015** and apply to all parenthetics. Certain titles (noted on the Excel spreadsheet) are shared with the Professional, Scientific, and Technical (PS&T) Negotiating Unit (05). Where M/C 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.

Neither this memorandum nor the spreadsheet cover Legal Traineeships. For information on those please consult the dedicated Legal Traineeship spreadsheet and/or contact your C&C Analyst. (It should be noted that most Legal Traineeships are PS&T and that the Traineeship documents for the Legal Traineeships primarily are concerned with PS&T. Contact your C&C Analyst for M/C Legal Traineeships.)

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 only will be updated when a Traineeship is added, deleted, or amended or when a salary schedule changed, and/or at the start of a new Fiscal Year. A new salary schedule, for example, would count as a Traineeship being amended, and thus a new spreadsheet will be produced.

This July version of the M/C document reflects the fact that a new M/C salary schedule went into effect in July 2015.

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) – the formal name of the Traineeship.  |
| **Salary** | This is the starting salary of a Traineeship, under most conditions.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. At present, there is only one M/C Traineeship equated to a Salary Grade (the Traineeship leading to the Target Title of Payroll Analyst). In all but that one case the starting salary of the Traineeship represents the starting salary of the Traineeship in the previous Fiscal Year, plus any General Salary Increase for the M/C unit, applying normal number rounding rules. A 2% general salary increase for this unit took effect in July 2015. $37,821, with 2% added, applying normal number rounding rules, came to $38,577, and that is the starting rate in effect for most M/C Traineeships in effect July 2015.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). When Traineeship levels are equated to a grade, which at present is the case with only one M/C Traineeship (that leading to the Target Title of Payroll Analyst) the Trainee 1 and Trainee 2 salary rates both are those of the equated grade (with a twenty-six (26) week Performance Advancement payable under certain conditions, consistent with a similar rule applicable in PS&T Traineeships), but the Performance Advancements at the Mid-Traineeship levels (twenty-six (26) and seventy-eight (78) weeks still are based on the semi-annual performance evaluation. |
| **Not to Exceed Amount** | Under most conditions, during the Traineeship, the employee’s salary cannot exceed this 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 Level Title” or the “Target Title”). In most M/C Traineeships, this is Grade 18.Due to prior graded State service, however, 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. This also is known as the “Target Title.” |
| **Grade** | This is the salary Grade to which the Target Title is allocated. The Trainee should advance to this Grade upon successful completion of the Traineeship. In most M/C Traineeships, this is Grade 18. |
| **Increase Upon Completion** | In some cases an employee who entered a Traineeship from elsewhere in State service may be paid this amount upon completing a Traineeship successfully.This number represents the Performance Advancement associated with the Grade of the Target Title. In most M/C Traineeships, this is Grade 18.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 MOST M/C TRAINEESHIPS**

Performance Advancement (sometimes called “Performance Advance”) payments for employees in most M/C Traineeships are based on ratings received during semi-annual performance evaluations.

Section A of this attachment applies when a Trainee does not have prior State service, and/or when a Trainee has prior State service, but his or her base salary is not over the Not to Exceed Amount upon entering a Traineeship.

Section B of this attachment applies when a Trainee has prior State service and: 1) a Trainee’s base salary is over the Not to Exceed Amount when entering a Traineeship; or 2) a Trainee’s base salary eventually goes over the Not to Exceed Amount as a result of Performance Advancements received when Section A is applied to a Trainee. (Section B then will apply for the remainder of the Traineeship.)

Note that in most M/C Traineeships, the Not to Exceed Amount is equal to the Hiring Rate of the Target Title.

**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.



Note that when an employee is rated “below standards,” he or she receives no Performance Advancement. It is possible that, for a given Performance Evaluation period, a Trainee may be rated as below standards, but still progress by showing improvement, under certain conditions.

Note that these numbers have increased from the April 2015 spreadsheet, reflecting the General Salary Increase for this unit that is effective July 2015.

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. Future Performance Advancements then are 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.



Note that when an employee is rated “below standards,” he or she receives no Performance Advancement. It is possible that, for a given Performance Evaluation period, a Trainee may be rated as below standards, but still progress by showing improvement, under certain conditions.

Note that these numbers have increased from the April 2015 spreadsheet, reflecting the General Salary Increase for this unit that is effective July 2015.

Under most circumstances, an employee’s base annual salary may not exceed the Job Rate of Target Title as a result of such payments.

**ATTACHMENT C – ADVANCED PLACEMENT**

 Sometimes, Trainees may be appointed beyond the Trainee 1 level of a given Traineeship. This mechanism is known as “Advanced Placement.” Certain Traineeships have had Advanced Placement for a long time, but many more have it as a consequence of the establishment of the annually offered Professional Career Opportunities (PCO) exam.

The most-common scenario for Advanced Placement is when a person who had served as a Student Assistant, NS, performing the same duties that he or she would have performed as a Trainee 1, for about a year, successfully is appointed from the PCO list, and is “Advanced Placed” to Trainee 2.

 When Advanced Placement occurs, in Traineeships which are equated to Grade, in most cases the Trainee should be paid the amount associated with the Grade to which the Traineeship level is equated. For example, an individual Advanced Placed off of the PCO list to the title of Payroll Analyst Trainee 2 should be paid at the Grade 14 level, because the second level of that Traineeship is equated to Grade 14. (Note that the only M/C Traineeship equated to Grade at present is that leading to the Target Title of Payroll Analyst.)

 When Advanced Placement occurs in Traineeships which are not equated to Grade, which is the case with most M/C Traineeships, in most cases the Trainee should be paid the amount associated with Trainee 1 level, plus the equivalent of two Performance Advancements of “Meets Expected Standards.” For example, an individual Advanced Placed off of the PCO list to the title of Budget Examiner 2 should be paid the Hiring Rate of Budget Examiner 1, plus two Performance Advancements at the “Meets Expected Standards” level (associated with the 26 week and 52 week intervals – the Mid-Traineeship Level of Trainee 1 and the amount payable upon attainment of Trainee 2).

 The intent of this mechanism is to mimic the payment of the equated Trainee 2 level in equated Traineeships.

Advanced Placement and Early Advancement cannot be combined and should not be confused.

**ATTACHMENT D – EARLY ADVANCEMENT**

 Two year Traineeships in the PS&T and M/C units that lead to a Target Title that is allocated Grade 18 and is in the Competitive Class, may be subject to “Early Advancement,” also known as “Fast-Tracking.” Under Early Advancement, Trainees may be advanced to the Target Title at the Mid-Traineeship Level of Trainee 2, and/or at any time between then and the end of the Traineeship, if they have received the highest-possible Performance Rating for that Traineeship at that point and at the prior rating point (the transition from Trainee 1 to Trainee 2). Early Advancement always is at employer discretion.

 Advanced Placement and Early Advancement cannot be combined and should not be confused.

**ATTACHMENT E – 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 for whatever reason.

Baring certain unusual exceptions, salaries are calculated consistently with the most-recently chaptered pay bills.

No scenarios will be presented for Early Advancement or Advanced Placement – please consult your Classification and Pay Analyst.

**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 the M/C Traineeships are fixed, increase with the General Salary Increase for the unit, and generally are not equated to a salary grade, with the one current exception of the Traineeship leading to the Target Title of Payroll Analyst. |
| 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 under most conditions is a fixed rate that is equated to a certain Salary Grade (see the spreadsheet). Under certain conditions, following a convention followed for PS&T Traineeships under similar circumstances, the Performance Advancement associated with the 26 week interval may be added to the equated rate. |
| 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 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 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 2015) for Trainee 1. The 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.  |