

ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND AND FOOTNOTE DESCRIPTION

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 M/C 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 M/C pay scale effective April 2018).</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 M/C 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 M/C 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 in most units, 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

Header	Description
	<p>also entered 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 Target Title's grade.</p>

(Note that some of these descriptions also are contained within the spreadsheet itself, but not all are. Please consult both this memorandum and the footnotes contained within the spreadsheet itself.)

Footnote	Description
*	<p>Typically, this signifies that positions within these Trainee Titles can be classified in various negotiating units. For those positions classified as M/C (06), follow the salary information in the M/C Advisory Memorandum – the one you currently are reading. For those positions classified in other negotiating units, see the other spreadsheets, and/or apply the rule described above for traineeships not cross-listed, and/or contact the Classification and Compensation representative or the Office of the State Comptroller for specific salary information.</p>

ATTACHMENT B – ADVANCED PLACEMENT

Sometimes, Trainees may be appointed beyond the Trainee 1 level of a traineeship. This mechanism is known as “Advanced Placement.”

One 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 then is “Advanced Placed” to Trainee 2. Another is when a person enters the traineeship with relevant advanced education.

When Advanced Placement occurs, the Trainee in most cases should be paid the amount associated with the equated Grade to which the traineeship Level he or she is appointed. For example, an individual advanced placed off the PCO list to the title of Business Systems Analyst Trainee 2 should be paid at the Grade 14 level, because the second level of that traineeship is equated to Grade 14. Employees transferring into a traineeship from elsewhere in State service may be paid a different amount, pursuant to normal payroll rules.

Advanced Placement typically is at the employer’s discretion. Advanced Placement and Early Advancement (see Attachment C) cannot be combined and should not be confused.

ATTACHMENT C – 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 Performance Rating for that traineeship at that point and at the prior rating point (the transition from Trainee 1 to Trainee 2). Early Advancement is at employer discretion.

As noted elsewhere in this memorandum, a Trainee being Early Advanced may benefit from a Performance Advancement at the time of his or her being advanced, depending upon performance review, current salary, and/or the particulars of that individual’s status or situation.

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

ATTACHMENT D – 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.

Term	Definition
Mid-Traineeship Level	26 Week Interval AND 78 Week Interval (the mid-points of Trainee 1 and Trainee 2).
End of the Traineeship Level	52 Week Interval (the point where transition from Trainee 1 to Trainee 2 or dismissal is typical).
Completion of the Traineeship	104 Week Interval (the point where appointment to the Target Title or dismissal is typical).
Substantially Exceeds	“Substantially Exceeds,” synonymous with “Substantially Exceeds Expectations,” refers to the highest possible 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.

Scenario	Description
No Prior Graded State Service	<p>Starting Compensation – The Hiring Rate of a traineeship.</p> <p>Compensation Progression – – 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 cannot exceed the Not to Exceed Amount). If not rated “Substantially Exceeds,” continue traineeship at the new Trainee Level salary.</p> <p>Ending Compensation – 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 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>

Scenario	Description
<p>Prior Graded State Service</p>	<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, 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 (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 at the prior rating interval, do not add the Performance Advancement to this salary.</p>