

# MEMORANDUM

**TO:** Directors Human Resources  
**FROM:** Director of Classification and Compensation  
**SUBJECT:** Traineeship Guidance for all Bargaining Units  
**DATE:** April 2020

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This memorandum supersedes all previous traineeship advisory memoranda. Attachments A and B provide guidance on interpreting the information in the Excel documents for each bargaining unit, which covers salary rates, and traineeship structure and progression.

Trainees may be appointed beyond the first level of a traineeship. This mechanism is known as “Advanced Placement.” 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 at that point and at the prior rating point (the transition from Trainee 1 to Trainee 2). This is known as “Early Advancement,” and is at employer discretion. Advanced Placement and Early Advancement cannot be combined.

Agencies must record in PayServ an employee's rating at each rating interval of the traineeship and when advancing the employee to the full title.

Traineeship general information, staffing policies, salary information, and further guidance on advanced placement or early advancement can be found on the Department of Civil Service’s website at:

<http://www.cs.ny.gov/businesssuite/Appointments/traineeships/>

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.

## Attachment A – Definitions

The following are definitions of commonly used terms throughout traineeship memoranda and spreadsheets. Exceptions are noted in the appropriate spreadsheets.

<b>Trainee Title</b>	This column displays the name of the traineeship, which may differ from the name of the target title.
<b>Equated Salary Grade</b>	Although traineeship titles are non-statutory (NS), most traineeships are equated to a salary grade.
<b>Equated Salary Grade Hiring Rate</b>	The salary associated with the equated salary grade per the appropriate bargaining unit. 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 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.
<b>Performance Advancement</b>	Associated with M/C, PS&T, and RRSU bargaining units. Payment made following rating at the highest level at the midpoint and/or completion of a traineeship level. The highest rating for most traineeships typically is referred to as “Outstanding /Substantially Exceeds Expectations.” Typically, it is the value of the performance advancement of the salary grade to which the traineeship level is equated. (For example, the performance advancement of a Trainee 1 title equated to Grade 13 would be the Grade 13 performance advancement amount in the appropriate bargaining unit).
<b>Service Payment</b>	Associated with ASU, OSU, and ISU bargaining units. Typically, it is the value of the performance advancement of the salary grade to which the traineeship level is equated. State employees who successfully complete 52 weeks in a trainee level are eligible for a service payment. The addition of a service payment cannot typically allow any employee’s salary to exceed the “Not to Exceed Amount” of a trainee title.
<b>Not to Exceed Amount</b>	The salary rate most trainees cannot exceed during the traineeship. Typically, the job rate of the target title. For example, if a 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.
<b>Full Performance Level Title</b>	The title that trainees move to upon successful completion of a traineeship. Also referred to as “target title” or “journey level title.”

<b>Grade</b>	The salary grade associated with the full performance level title; the grade level arrived at upon successful completion of a traineeship.
<b>Increase upon Completion</b>	Compensation available only to State employees who entered the traineeship with prior graded State service; and have advanced to a higher graded position through a traineeship. This is typically the performance advancement of the target title and is included above a trainee's attained salary.
<b>Mid-Traineeship Level</b>	The midpoint of a traineeship level. For example, the mid-traineeship level of a one-year traineeship is 26 weeks. Performance ratings may apply. A two-year traineeship will have two ratings at mid-traineeship levels, one at 26 weeks into Trainee Level 1 and the second at 26 weeks into Trainee Level 2 (or 78 weeks into the entire traineeship).
<b>End of Traineeship Level</b>	Transition between traineeship levels. Two-year traineeships have one rating at the end of Trainee Level 1, at 52 weeks. Performance ratings may apply.
<b>Completion of Traineeship</b>	Represents the movement from the traineeship to the full performance level title. Performance ratings may apply.

## Attachment B – Salary Rate Progression Scenarios

The following are general scenarios; the Office of the State Comptroller should be contacted with questions regarding specific employees. Barring exceptions, traineeship salaries are calculated consistent with the effective salary schedules.

**Note:** Agencies must enter a General Comment in PayServ to record an employee's rating at each rating interval of the traineeship and when advancing the employee to full title.

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### 1) No Prior Graded State Service

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#### PS&T, M/C, & RRSU Bargaining Units

Starting Compensation – The hiring rate of a traineeship's equated grade level.

Compensation Progression

- If rated "Substantially Exceeds Expectations" at the mid-traineeship level, add the applicable performance advancement to the current traineeship salary (the addition of the performance advancement cannot exceed the "Not to Exceed Amount").
- If rated below "Substantially Exceeds Expectations" at the mid-traineeship level, continue traineeship at current salary.

For traineeships of more than one year, follow the same process: At the end of each 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.

- 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 rated below "Substantially Exceeds," continue traineeship at the new trainee level salary.

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 target title (the addition of the performance advancement cannot exceed the "Not to Exceed Amount").

- If rated below “Substantially Exceeds Expectations” when advanced to the target title and the prior rating period, do not add the performance advancement to this salary.

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ASU, OSU & ISU

Starting Compensation – The hiring rate of a traineeship’s equated grade level.

Compensation Progression – For traineeships of more than one year, the hiring rate of a trainee level title in conjunction with the movement between trainee levels. This will occur for each level of advancement only if rated satisfactory in the traineeship (this advancement requires processing by each agency).

- If rated “satisfactory” at the end of a 52-week traineeship level interval, add the applicable service payment on top of the attained salary (the addition of the service payment cannot exceed the “Not to Exceed Amount”). Compare this salary to the hiring rate of the new trainee level and pay the employee the higher of the two salaries.

Ending Compensation – The hiring rate of the target title or current salary plus the service payment.

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**2) Prior Graded State Service**

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PS&T, M/C, & RRSU

Starting Compensation – The higher of the hiring rate of a traineeship or the employee’s current salary. 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.

Compensation Progression –

- If rated “Substantially Exceeds Expectations” at the mid-traineeship level, 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 rated below “Substantially Exceeds Expectations” at the mid-traineeship level, continue traineeship at current salary.

For traineeships of more than one year, follow the same process: At the end of each 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.

- 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 rated below “Substantially Exceeds,” continue traineeship at the new trainee level salary.

Ending Compensation – 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 rated below “Substantially Exceeds Expectations” when advanced to the target title and the prior rating period, do not add the performance advancement to this salary.

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### ASU, OSU, & ISU

#### Starting Compensation

- The higher of the hiring rate of a traineeship or employee’s current salary. 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.

#### Compensation Progression

- The higher of the hiring rate of the trainee title in conjunction with the movement between trainee levels or the current salary plus a service payment (usually subject to the listed “Not to Exceed Amount”). If rated “satisfactory” at the end of a 52-week traineeship level interval, add the applicable service payment on top of the attained salary (the addition of the service payment cannot exceed the “Not to Exceed Amount”). Compare this salary to the hiring rate of the new trainee level and pay the employee the higher of the two salaries.

## Ending Compensation

- The higher of the current traineeship salary plus the service payment of the trainee title (usually subject to the listed “Not to Exceed Amount”) plus the “Increase Upon Completion” of the trainee title; or the hiring rate of the target title. However, under circumstances where an employee did not receive a salary increase upon appointment and did not receive a service payment during or at the end of a traineeship, an employee’s salary will be calculated as the higher of: 1) the hiring rate of the target title; or 2) the addition of the “Increase Upon Completion” amount on top of the current salary; or 3) the current salary increased pursuant to the negotiated promotion calculation.

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### **3) Security Services**

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Each security traineeship is unique and carries its own terms and expectations. 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 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.

#### Correction Officer

The Correction Officer traineeship is not equated to a salary Grade. Per the terms of a side letter to the current contract for the negotiation unit, the traineeship rates are increased “consistent with” the rates for Correction Officers in the unit.

Not reflected in the spreadsheets is a contractual \$200 lump sum paid to Correction Officer Trainees upon satisfactory completion of the first six weeks of the traineeship.

#### Safety and Security Officer

The Safety and Security Officer traineeship is equated to Grade 9, is one year in length, and has no performance advancement. Its “Increase Upon Completion” is equal to the performance advancement for Grade 9.

#### State Police Security Screening Technician

The State Police Security Screening Technician traineeship is equated to Grade 7, is one year in length, and has a performance advancement equal to the performance advancement of Grade 7. It has an “Increase Upon Completion” that is equal to the performance advancement of Grade 8.

### Environmental Conservation Officer

The Environmental Conservation Officer traineeship is one year in length, has two levels but is treated as though it has three levels. Trainee 1 is equated to two different grades during its duration: Grade 12 for the first 30 weeks, Grade 13 for the next 22 weeks. Trainee 2 is equated to Grade 14 throughout its 52-week length. It has no performance advancement. Its "Increase Upon Completion" is equal to the performance advancement of Grade 14.

### Park Police Officer

The Park Police Officer traineeship is equated to Grade 13. It has "Increases upon Completion" and performance advancements that are tied to figures from previous years, increased by the percentage of the general salary increase for the negotiating unit, rather than equated to a salary grade. The "Increase Upon Completion" and the performance advancement are equal to one another. The traineeship has a "Not to Exceed Amount" that is equal to the hiring rate of Grade 14.