**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 PEF Represented Professional, Scientific, and Technical (05) Negotiating Unit Traineeship Titles

**DATE:** January 2015

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

This Memorandum supersedes all previous Professional, Scientific, and Technical (05) Negotiating Unit Traineeship Advisory Memoranda.

These revised salary rates are **Effective April 2014** and apply to all parenthetics. The default Negotiating Unit (05) designation for these titles is Professional, Scientific, and Technical Services (PS&T). However, cases exist where certain titles which basically are PS&T also will be classified on occasion in other negotiating units (primarily the unrepresented Managerial/Confidential, or M/C). In these cases, the M/C Traineeship spreadsheet should be consulted, and/or Office of the State Comptroller should be contacted for specific salary information. The Office of the State Comptroller also should be contacted for any questions regarding the payment of particular employees.

As in previous years, Traineeship information is being provided in an Excel spreadsheet. 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.

The following attachments seek to explain the Excel spreadsheet format and provide further guidance on spreadsheet footnote descriptions, Traineeship salaries, 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_/s/\_\_\_\_\_\_\_\_\_\_\_\_\_

Abner JeanPierre

Attachments

**ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND**

**Headers and Descriptions**

|  |  |
| --- | --- |
| **Header** | **Description** |
| **Trainee Title** | This column displays the Traineeship title(s). |
| **Equated Salary Grade** | Though Traineeship pay scales are considered non-graded, most PS&T Traineeships are equated to a salary grade, meaning that in most cases the starting salary of the Traineeship will be the same as a graded employee’s pay at the indicated “equated” grade. NA means that this particular Traineeship is not equated to a salary grade. The so-termed “Administrative Traineeships,” for example, typically are not equated to a salary grade and are their rates typically are calculated similarly, though not identically, to most of the M/C Traineeships. |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated salary grade (per the PS&T pay scale effective April 2014), or the actual starting salary in non-equated Traineeships. |
| **Performance Advancement** | The Performance Advancement increment value associated with the equated salary grade of the grade to which the Traineeship level is equated, or another performance advancement amount in non-equated traineeships. 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 – one year, two year, or three year) **AND** are rated “substantially exceeds” or “outstanding,” are eligible for a Performance Advancement depending on evaluation **AND** in various circumstances (certain exceptions apply), may receive the Performance Advancement. The addition of a Performance Advancement cannot allow any employee’s salary to exceed the “Not To Exceed Amount” of a Trainee title.  However, performance advancement payments for Administrative Year Traineeships are based only on ratings received during semi-annual performance evaluations (twenty-six (26) week, fifty-two (52) week, and seventy-eight (78) week intervals). See Attachment C for further information. |
| **Not To Exceed Amount** | This number represents the Hiring Rate of the full performance level title plus the performance advancement increment value associated with the salary grade of the highest equated graded Trainee title (unless otherwise noted; for Administrative Traineeships). For example if level 2 of a given two-year Traineeship leads to a Grade 18 title, and level 2 of the Traineeship is equated to Grade 14, then the Not to Exceed Amount is the Grade 18 Hiring Rate plus the Grade 14 performance advancement increment.  Due to prior graded State service, certain State employees can enter a Traineeship above the Not to Exceed Amount, and thus can progress beyond the Not to Exceed Amount as a result of an “Increase Upon Completion” payment. |
| **Full Performance Level Title** | This is the “graded” title to which trainees move upon successful completion of a Traineeship. Sometimes it also is called the “Target Title.” Once this is achieved the Trainee has successfully completed his or her Traineeship. Grade equation no longer is an issue; the employee is in an allocated 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. At this point grated “equation” no longer is an issue. The employee is in an allocated title. |
| **Increase Upon Completion** | This number represents the performance advancement increment value associated with the salary grade of the highest equated graded Trainee title (unless otherwise noted). This type of compensation is only available to State employees who successfully have completed a Traineeship who 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. The addition of an "Increase Upon Completion" is not subject to the listed "Not To Exceed Amount." |

**ATTACHMENT B – SPREADSHEET FOOTNOTE DESCRIPTIONS**

**Footnote Descriptions**

(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** |
| \* | Typically, this signifies that positions within these Traineeship titles can be classified in various negotiating units. For those positions classified as PS&T (05), follow the salary information in the PS&T Advisory Memorandum – the one you currently are reading. For those positions classified in other negotiating units, see the other spreadsheets and/or contact the Office of the State Comptroller for specific salary information. Some Traineeships shared between M/C and PS&T also are designated “Administrative,” and this footnote also takes note of that designation where appropriate. Note, however, that not all Traineeships shared between these units have the “Administrative” label.  Sometimes, this signifies that a certain amount, indicated in the footnote, is added to a Trainee’s pay, on the basis of location, to address recruitment difficulties in that location. |
| \*\* | Typically this signifies that a certain amount, indicated in the footnote, is added to a Trainee’s pay, on the basis of location, to address recruitment difficulties in that location.  This symbol is used when \* already is being used within the data for a given Traineeship. |
| \*\*\* | Signifies that this one particular title, Offender Rehabilitation Aide, was known as Correction Counselor Aide until October 2014. |
| 1 | Signifies that the full performance level titles associated with the Accountant/Auditor Traineeship include the following: Data Processing Fiscal Systems Auditor; Senior Accountant; Senior Auditor; and Senior Health Care Fiscal Analyst. |
| 2 | Signifies that Attachment C of the PS&T (05) Traineeship Advisory Memorandum and/or the Excel "Performance Advancement Payments" worksheet has information about how to calculate salary rate progression. |
| 3 | Signifies a different calculation for the Not to Exceed Amount due to the Traineeship having the “Administrative” label. Specifically, for these Administrative Traineeships, the Not To Exceed Amount represents the Hiring Rate associated with the Full Performance Level Title. |

**ATTACHMENT C – PERFORMANCE ADVANCEMENT PAYMENTS FOR PS&T ADMINISTRATIVE TRAINEESHIP TITLES ONLY**

(Attachment C only applies to PS&T Traineeships designated “Administrative.” Note that not all Traineeships shared between PS&T and M/C have this designation.)

Administrative Traineeships are not equated to grade. Therefore, their performance advancements are calculated differently than is typical for PS&T Traineeships, and it is possible that not all Trainees 2 in the same Administrative Traineeship will be at the same salary upon attainment of the Trainee 2 level. Performance advancement payments for employees in Administrative 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 “Does Not Exceed” the hiring rate of the 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 of the 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 of the 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. Trainees Whose Base Salary “DOES NOT EXCEED” the Hiring Rate of the 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 trainees who perform below standards receive no performance advancement.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time of Review** | **Below Standards** | **Meets Expected Standards** | **Substantially Exceeds Standards OR Outstanding** |
| After 26 Weeks | $0 | $1,571 | $2,359 |
| After 52 Weeks | $0 | $2,360 | $3,606 |
| After 78 Weeks | $0 | $2,820 | $4,233 |

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. Trainees 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time of Review** | **Below Standards** | **Meets Expected Standards** | **Substantially Exceeds Standards OR Outstanding** |
| After 26 Weeks | $0 | $899 | $899 |
| After 52 Weeks | $0 | $899 | $899 |
| After 78 Weeks | $0 | $899 | $899 |

Under these circumstances, an employee’s base annual salary may not exceed the Job Rate of full performance level title as a result of such payments. (Note that the full performance level title also is referred to as the “target title” in certain contexts.)

**ATTACHMENT D – SALARY RATE PROGRESSION SCENARIOS**

First, some commonly used Traineeship terms will be presented and defined so that the scenarios presented will be more understandable. Then some common scenarios will be presented.

**A. Traineeship Terms and Definitions**

**All Traineeships**

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Substantially Exceeds | “Substantially Exceeds” applies to a very favorable rating received during a performance evaluation. This term sometimes is interchangeable with the term “Outstanding.” |

**One (1) Year or Less Traineeships\***

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval. |
| Completion of the Traineeship | Fifty-Two (52) Week Interval. |

**Two (2) Year Traineeships\***

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval **AND** Seventy-Eight (78) Week Interval. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | Fifty-Two (52) Week Interval. |
| Completion of the Traineeship | One Hundred and Four (104) Week Interval. |

**Three (3) Year Traineeships\***

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Mid-Traineeship Level | Twenty-Six (26) Week Interval, Seventy-Eight (78) Week Interval, **AND** One Hundred and Thirty (130) Week Interval. |
| End of the Traineeship Level (i.e., transition between Trainee titles) | Fifty-Two (52) Week Interval **AND** One Hundred and Four (104) Week Interval. |
| Completion of the Traineeship | One Hundred and Fifty-Six (156) Week Interval. |

\* These are for general scenarios and the Office of the State Comptroller should be contacted about specifics. (Baring certain unusual 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. For Administrative Traineeships, follow the guidelines detailed in Attachment C.

**ATTACHMENT D – SALARY RATE PROGRESSION SCENARIOS**

**B. Traineeship One (1) Year or Less\***

|  |  |
| --- | --- |
| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a Traineeship’s equated grade level.  **Compensation Progression** – If rated “Substantially Exceeds” 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 not rated “Substantially Exceeds” at the mid-Traineeship level, continue Traineeship at current salary.  **Ending Compensation** – The higher of the current Traineeship salary **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” 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 exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the completion of the Traineeship **AND** the prior rating period, do not add the “Performance Advancement” to this salary. |
| **Prior Graded State Service** | **Starting Compensation** – The higher of the Hiring Rate of a Traineeship **OR** the 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 targeted full performance level title.  **Compensation Progression** – If rated “Substantially Exceeds” 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 not rated “Substantially Exceeds” at the mid-Traineeship level, continue Traineeship at current salary.  **Ending Compensation** – The higher of the current salary plus the “Increase Upon Completion” **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the Traineeship salary (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). 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 full performance level title. If not rated “Substantially Exceeds” at the completion of the Traineeship **AND** the prior rating period, do not add the “Performance Advancement” to this salary. |

\* These are for general scenarios and the Office of the State Comptroller should be contacted about specifics. (Baring certain unusual 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. For Administrative Traineeships, follow the guidelines detailed in Attachment C.

**ATTACHMENT D – SALARY RATE PROGRESSION SCENARIOS**

**C. Traineeship Longer Than One (1) Year\***

|  |  |
| --- | --- |
| **Scenario** | **Description** |
| **No Prior Graded State Service** | **Starting Compensation** – The Hiring Rate of a Traineeship.  **Compensation Progression** – If rated “Substantially Exceeds” 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” 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” 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.  **Ending Compensation** – The higher of the current Traineeship salary or the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” 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 exceed make the salary exceed the “Not To Exceed Amount”). If not rated “Substantially Exceeds” at the end of a Traineeship and at the prior rating interval, do not add the “Performance Advancement” to this salary. |
| **Prior Graded State Service** | **Starting Compensation** – 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 targeted full performance level title.  **Compensation Progression** – If rated “Substantially Exceeds” 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” 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” 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.  **Ending Compensation** – The higher of the current salary plus the “Increase Upon Completion” **OR** the Hiring Rate of the full performance level title. If rated “Substantially Exceeds” at the completion of the Traineeship **AND** also rated “Substantially Exceeds” at the completion of the prior rating period, add the applicable “Performance Advancement” on top of the current Traineeship salary **AND** the Hiring Rate of the full performance level title (the addition of the “Performance Advancement” cannot exceed the “Not To Exceed Amount”). 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 full performance level title plus the “Performance Advancement.” If not rated “Substantially Exceeds” at the end of a Traineeship and at the prior rating interval, do not add the “Performance Advancement” to this salary. |

\* These are for general scenarios and the Office of the State Comptroller should be contacted about specifics. (Baring certain unusual 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. For Administrative Traineeships, follow the guidelines detailed in Attachment C.