**MEMORANDUM**

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

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

**SUBJECT:** Traineeship Bulletin (Multiple State Fiscal Years) – Security Services Unit (01), Security Services Unit [Non-Arbitration] (21), Agency Police Services Unit (31)

**DATE:** April 2015

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This Memorandum and the attached Excel spreadsheet cover Traineeships leading to various security titles within various negotiation units. This Memorandum supersedes all previous Memoranda for these Traineeships, and the spreadsheet supersedes all previous spreadsheets.

These revised salary rates are **Effective April 2015** and apply to all parenthetics.

As in previous years, Traineeship information is being provided in Excel spreadsheets. The spreadsheets 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 the negotiation unit at issue, for example, would count as a Traineeship being amended, and thus a new spreadsheet will be produced.

Following tradition for the security Traineeship spreadsheets, multiple years are presented, rather than only the year currently in effect.

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 of this memorandum to your appropriate personnel and payroll staff.

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Abner JeanPierre

**ATTACHMENT A**

As is the case with the other Traineeships, but perhaps even moreso, each security Traineeship is unique and carries with it its own terms and expectations. See Attachment B for definitions of unfamiliar terms.

Correction Officer

The Correction Officer Traineeship is not equated to a salary grade. Rather, 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. Traditionally, the rule is taken to refer to the Increase Upon Completion as well as to the basic Traineeship rate. This meant that rates were frozen at the Fiscal Year 2010-2011 levels until the start of Fiscal Year 2014-2015, whereupon a 2% increase in the relevant Traineeship rates took effect. Another 2% increase, applying normal rounding rules, in the relevant Traineeship rates then took effect in Fiscal Year 2015-2016.

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. Its Increase Upon Completion is equal to the performance advancement for the equated grade. This Traineeship is one year in length and it has no Performance Advancement.

State Police Security Screening Technician

 The State Police Security Screening Technician Traineeship is equated to Grade 7. It has a Performance Advancement that is equal to the performance advancement of the equated grade. It has an Increase Upon Completion that is equal to the performance advancement of Grade 8 – the grade level of the title to which the Traineeship leads (often called the “Full Performance Title” or the “Target Title”). This Traineeship is one year in length.

Environmental Conservation Officer

 The Environmental Conservation Officer Traineeship has an unusual structure. It has two levels but in some ways is treated as though it has three levels, in that Trainee 1 is equated to two different grades during its duration. It is equated to Grade 12 for the first thirty weeks, then to Grade 13 for the next twenty-two weeks. Trainee 2 then is equated to Grade 14 throughout its fifty-two week length.

This Traineeship has an Increase Upon Completion that is equal to the performance advancement of Grade 14 – the highest equated Grade level of the Traineeship.

There has been no new salary schedule for the Fiscal Year 2015-2016, hence the 2014-2015 salary schedule continues into Fiscal Year 2015-2016. When a new salary schedule is propagated, the spreadsheet will be updated.

Park Patrol Officer/Park Police Officer

The Park Patrol Officer title was title structure changed to Park Police Officer in September 2012. The Traineeship leading to the “Patrol” title likewise was changed to one leading to the “Police” title, with no change in attributes.

The accompanying Traineeship, in both cases, is equated to Grade 13. It has Increases Upon Completion and Performance Advancements that are tied to those figures from previous years, increased in the same percentage as the overall rate for the negotiating unit, rather than equated to a salary grade. Note also that 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 – the grade level of the title, Park Police Officer, the Target Title (or Full Performance Title) to which the Traineeship leads.

There has been no new salary schedule for the Fiscal Year 2015-2016, hence the 2014-2015 salary schedule continues into Fiscal Year 2015-2016, and there is no change in the Performance Advancement or Increase Upon Completion amounts, as there is no percentage change in the general salary increase with which to calculate it. When a new salary schedule is propagated, the spreadsheet will be updated.

**ATTACHMENT B – 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, many Traineeships are equated to a salary grade, meaning that in most cases the starting salary of the internship 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. (See Attachment A, wherein the various rules and assumptions for the various security title Traineeships are described.) |
| **Equated Salary Grade Hiring Rate** | The salary associated with the equated salary grade (per whatever pay scale is operative for the negotiating unit), or the actual starting salary in non-equated Traineeships. |
| **Performance Advancement** | The Performance Advancement increment value associated with the equated salary grade of a given Traineeship, or another amount in non-equated Traineeships. State employees who successfully have reached the mid-point of a Traineeship Level and/or have completed a Traineeship Level (note that 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** on various circumstances (exceptions apply and they will be noted as appropriate and possible), 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, under most conditions.When the Performance Advancement is payable at any time other than the mid-point of a Traineeship level, such is noted on the spreadsheet. |
| **Not To Exceed Amount** | Only one of the Traineeships covered by this memorandum, that leading to Park Police Officer, has a Not to Exceed Amount; it is N/A in all other cases. With regard to the Park Police Officer Traineeship, this number represents the Hiring Rate of the full performance level title. Due to prior graded State service, certain State employees can enter a Traineeship above this rate and progress beyond this rate as a result of an “Increase Upon Completion” payment.  |
| **Full Performance Level Title** | This is the “graded” title to which all State employees move upon successful completion of a Traineeship. It also is known as the “Target” title. |
| **Grade** | This is the salary grade associated with the full performance level title; the grade level arrived at upon successful completion of a Traineeship. |
| **Increase Upon Completion** | This type of compensation is only available to State employees who successfully have completed a Traineeship that entered the Traineeship with prior graded State service, and have advanced to a higher graded position via 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." The determinant of the Increase Upon Completion amount varies by Traineeship (see Attachment A). |