

MEMORANDUM

TO: Directors Human Resources

FROM: Director Classification and Compensation

SUBJECT: State Fiscal Year 2019-20 Salaries for Security Services Unit (01), Security Services Unit [Non-Arbitration] (21), and Agency Police Services Unit (31) Negotiation Unit Traineeship

DATE: April 2019

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This Memorandum supersedes all previous for Security Services Unit (01), Security Services Unit [Non-Arbitration] (21), and Agency Police Services Unit (31) Negotiating Unit traineeship advisory Memoranda. There is no new salary schedule proposed for employees in Agency Police Services Unit (31) for April 2018. Accordingly, those trainee salary rates remain unchanged. The revised trainee salary rates can be found on the Department of Civil Service's Web Site at:

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

Multiple years are presented, rather than only the year currently in effect. The payable amounts for certain security title traineeships tend to be based upon the amounts payable in previous years rather than keyed to the statutory salary schedule. The rules for security traineeships vary.

Attachments A and B provide guidance on interpreting the information on the Excel document, which covers salary rates, and traineeship structure and progression.

Trainee rates are 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 Classification and Compensation representative. Questions regarding payroll preparation and salary calculation should be directed to the Office of the State Comptroller.

/s/
Abner JeanPierre

Attachments

ATTACHMENT A – GENERAL DESCRIPTION OF THE SECURITY TITLE TRAINEESHIPS

Each security traineeship is unique and carries 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 rates. 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 Target Title. This traineeship is one year in length.

Environmental Conservation Officer

The Environmental Conservation Officer traineeship has two levels but is treated as though it has three levels in one important respect: 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 then is equated to Grade 14 throughout its 52 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.

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 to which the traineeship leads.

ATTACHMENT B – TRAINEESHIP EXCEL SPREADSHEET LEGEND

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), most 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 currently effective pay scales).</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>The Performance Advancement increment value associated with the equated Salary Grade of a given equated traineeship, or another amount in non-equated traineeships.</p> <p>In most traineeships, Performance Advancements may be payable keyed to a Trainee's receiving the highest possible performance rating for a given traineeship. In the Security traineeships, however, the Performance Advancements work differently depending upon the specific traineeship at issue.</p> <p>When the Performance Advancement is payable at any time other than the mid-point of a Traineeship Level, such is noted on the spreadsheet.</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	This type of compensation only is 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

Header	Description
	successful completion of a traineeship. The determinant of the Increase upon Completion amount varies by traineeship (see Attachment A).