

MEMORANDUM

TO: Directors/Associate Directors Human Resources Management
FROM: Director of Classification and Compensation
SUBJECT: Traineeship Guidance for all Bargaining Units
DATE: November 22, 2024

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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.

Agencies may appoint candidates to the full level of a title if they meet the experience and/or educational requirements. Trainees may be appointed beyond the first level of a traineeship when the traineeship exceeds one year. This mechanism is known as “Advanced Placement.” Two-year traineeships in the PS&T and M/C negotiating units that lead to a target title allocated to Grade 18 may be subject to “Early Advancement,” which is at employer discretion. Trainees may be advanced to the target title if they receive the highest performance rating at the 18-month interval. By early advancing a trainee, the agency is attesting that the trainee is performing the full range of duties and responsibilities of the target title. 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. Appointments to trainee titles should be permanent or temporary pending canvas only.

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, Bureau of State Payroll Services.

Attachment A – Definitions

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

Trainee Title	This column displays the name of the traineeship, which may differ from the name of the target title.
Equated Salary Grade	Although traineeship titles are non-statutory (NS), most traineeships are equated to a salary grade.
Equated Salary Grade Hiring Rate	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. Service in an NS position cannot be used to reconstruct salary when moving into a Trainee item. The actual salary for employees with prior service will be determined by the Office of the State Comptroller, pursuant to standardized payroll practices.
Performance Advancement	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 14 would be the Grade 14 performance advancement amount in the appropriate bargaining unit).
Service Payment	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.
Not to Exceed Amount	The salary cap most trainees cannot exceed during the traineeship. Typically, it is 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.

Full Performance Level Title	The title that trainees move to upon successful completion of a traineeship. Also referred to as “target title” or “journey level title.”
Grade	The salary grade associated with the full performance level title; the grade level arrived at upon successful completion of a traineeship.
Increase upon Completion	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.
Mid-Traineeship Level	The midpoint of a traineeship level. For example, the mid-traineeship level of a one-year traineeship is 26 weeks or six months. Performance ratings may apply. Depending on the associated Negotiating Unit, a two-year traineeship may 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 (78 weeks or 18 months into the traineeship).
End of Traineeship Level	Transition between traineeship levels. Two-year traineeships have one rating at the end of Trainee 1, at 52 weeks. Performance ratings may apply.
Completion of Traineeship	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.

1) No Prior Graded State Service

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, 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 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, do not add the performance advancement to this salary.

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 52 weeks in the traineeship, 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

2) Prior Graded State Service

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. Service in NS positions generally does not qualify for salary reconstruction unless all positions in an agency are NS, competitive or non-competitive by statute. Salary reconstruction for service in NS exempt positions is not allowed.

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, 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, 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, do not add the performance advancement to this salary.

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. Service in NS positions does not qualify for salary reconstruction.

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 52 weeks of the traineeship, 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. When 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, the 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.

3) Security Services

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 equated to Grade 13. 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.

Environmental Conservation Police Officer

The Environmental Conservation Police 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.