

Traineeship

Frequently Asked Questions

1. What is a traineeship?

Traineeships are developed to help the State with recruitment when it is found that the job market cannot provide candidates with the skills and abilities necessary for certain positions in State service and to provide employee advancement opportunities.

2. How does a traineeship work?

The Department of Civil Service may condition appointment or promotion to certain positions upon the satisfactory completion of a traineeship in an appropriate lower title and, when required, the satisfactory completion of specified training courses. The length of the traineeship is determined by the Department of Civil Service. Upon satisfactory completion of the traineeship, and any academic courses that may be required, appointees are entitled to full permanent status in the position for which the appointment was made. If an appointee's conduct, capacity or fitness is not satisfactory, or if he/she fails to pursue or satisfactorily continue any required academic courses, his/her employment may be discontinued at or before the end of the traineeship.

3. Is a trainee required to serve a probationary period?

Yes. The probationary period for appointment to trainee positions coincides with the length of the traineeship. However, where appointment from an open-competitive list can be made either to a trainee or journey level position, the length of the probationary period shall be for 26 to 52 weeks or the length of the training service, whichever is greater.

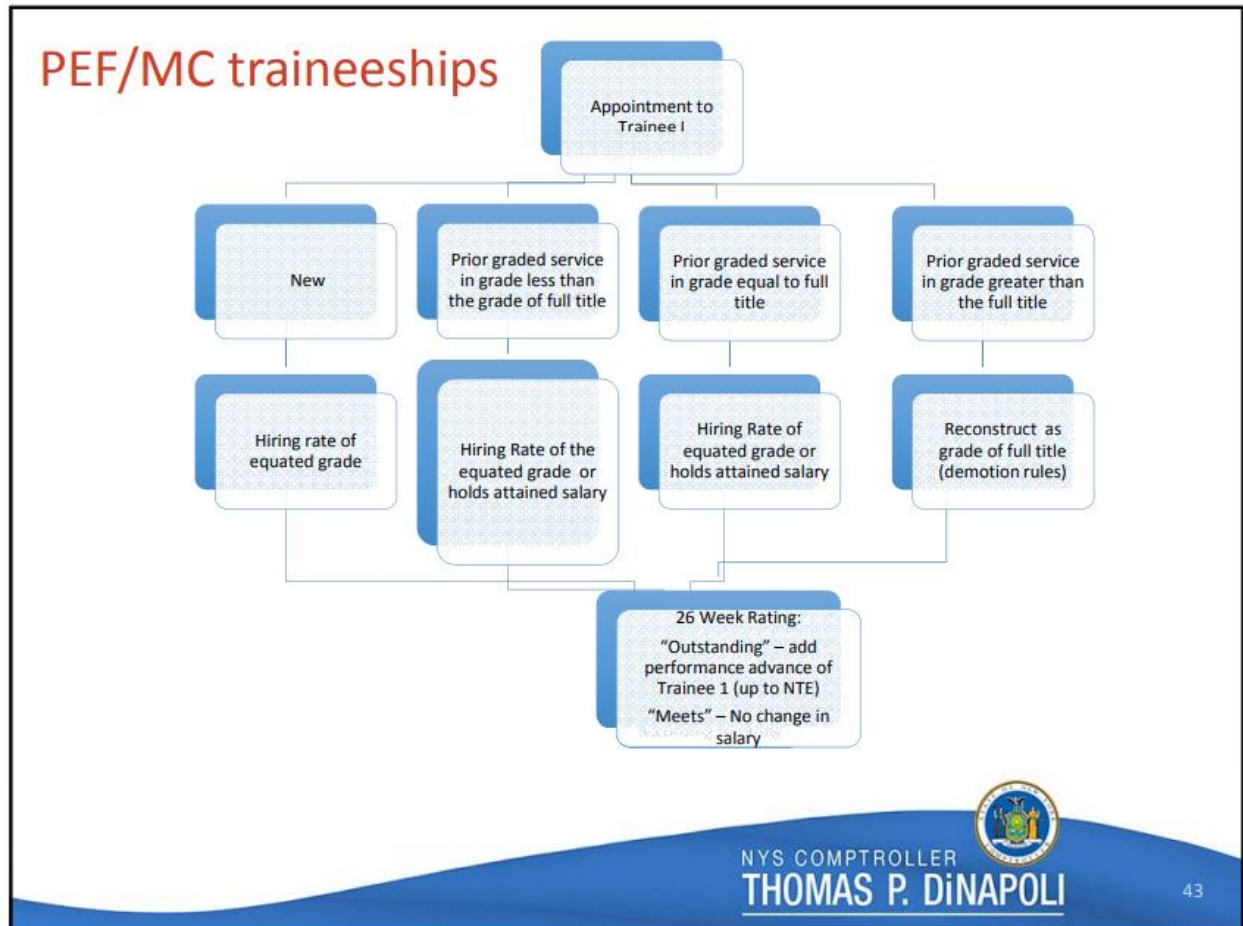
4. What will be my starting salary for a traineeship?

Traineeship titles are NS (non-statutory) but all PS&T traineeships are equated to a salary grade. Employees are not promoted into traineeships, they are placed into the traineeship and prior state can impact the starting salary. Below are a few potential scenarios and a diagram, however, questions regarding your specific starting rate for a traineeship should be directed to your HR office and/or the Office of the State Comptroller:

1. An employee is appointed at the assigned minimum trainee rate at the appropriate level.
2. An employee who has prior graded service, **provided the grade does not exceed the target grade of the full graded title**, where the current salary is above the minimum required, will hold their higher salary.
3. If immediately prior to moving to the traineeship, the employee held a grade higher than the target grade of the full graded title, the trainee salary will be reconstructed as the target grade.
4. If an employee is appointed above the Trainee 1 level, the salary will be assigned as directed in the Civil Service memorandums for the bargaining unit.

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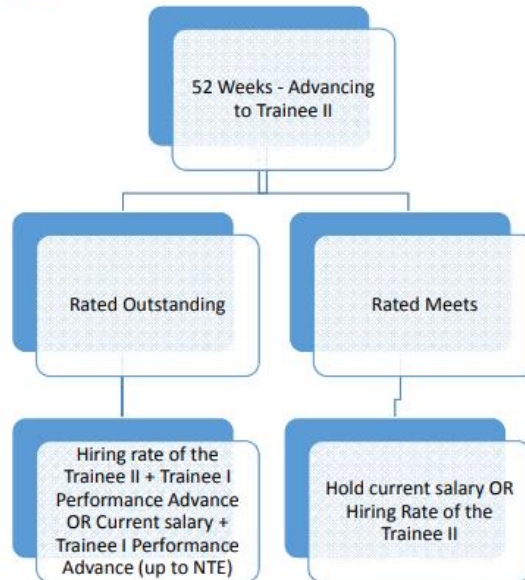
5. Will I receive performance advances during my traineeship?

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 traineeship), and/or have completed the traineeship, and receive the highest rating for that traineeship, may be eligible for a performance advance. The performance advance is the value of the performance advance of the PS&T salary grade to which the traineeship level is equated. *Please see accompanying diagrams below and Attachment 1 for a memorandum released by the Department of Civil Service in April 2018 which includes detailed information about PS&T traineeship titles and salary progression scenarios.*

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PEF/MC Advance to Trainee II



NYS COMPTROLLER
THOMAS P. DINAPOLI

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PEF/MC Traineeships – At 78 Weeks Not “Fast Tracked”

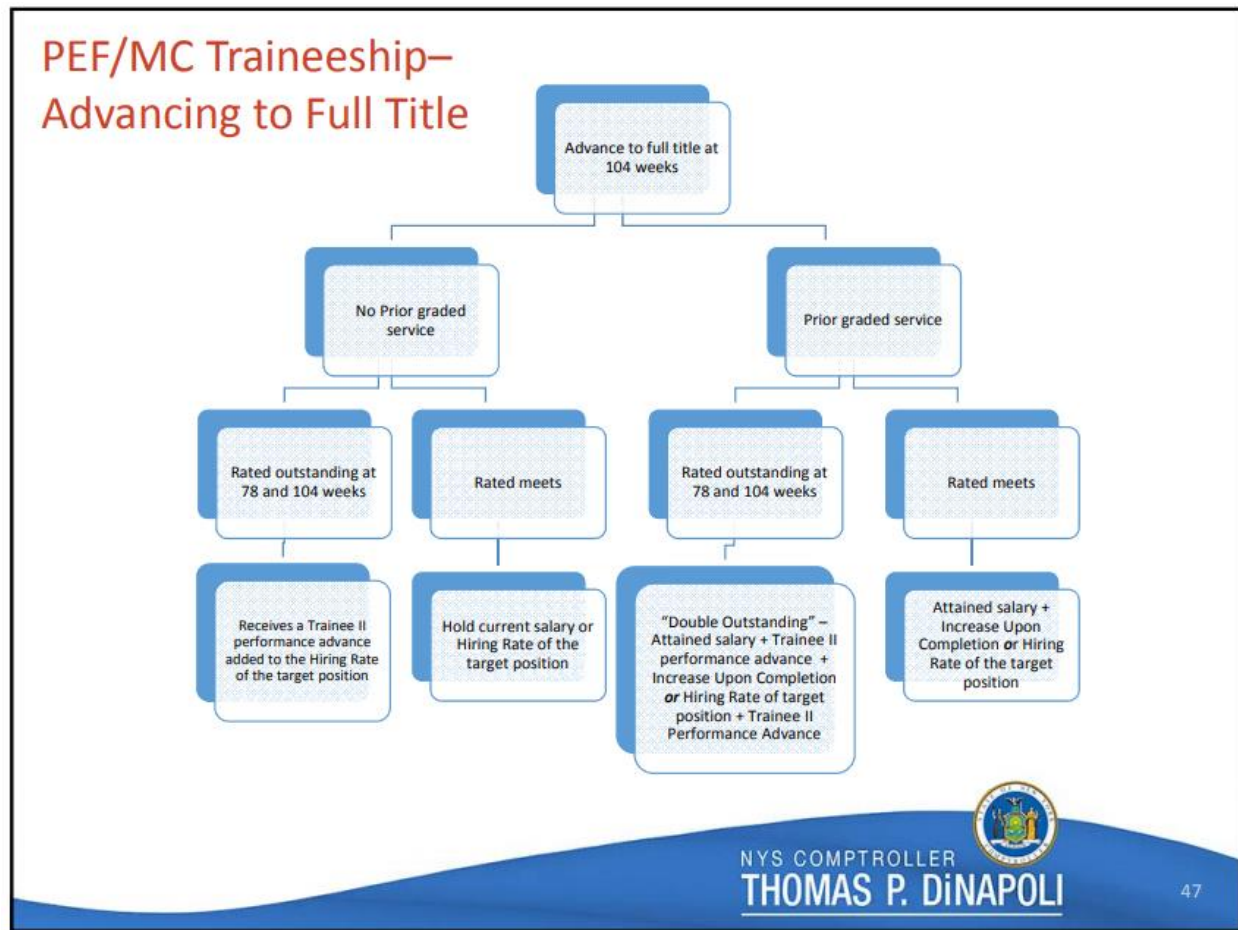


NYS COMPTROLLER
THOMAS P. DINAPOLI

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6. What is Advanced Placement?

Advanced placement allows appointment, based upon a candidate's qualifications, to either the second level of a traineeship or the full performance level of the target title. Use of advanced placement is at the discretion of the appointing authority and used only at the time of original appointment. Only professional experience is creditable toward advanced placement.

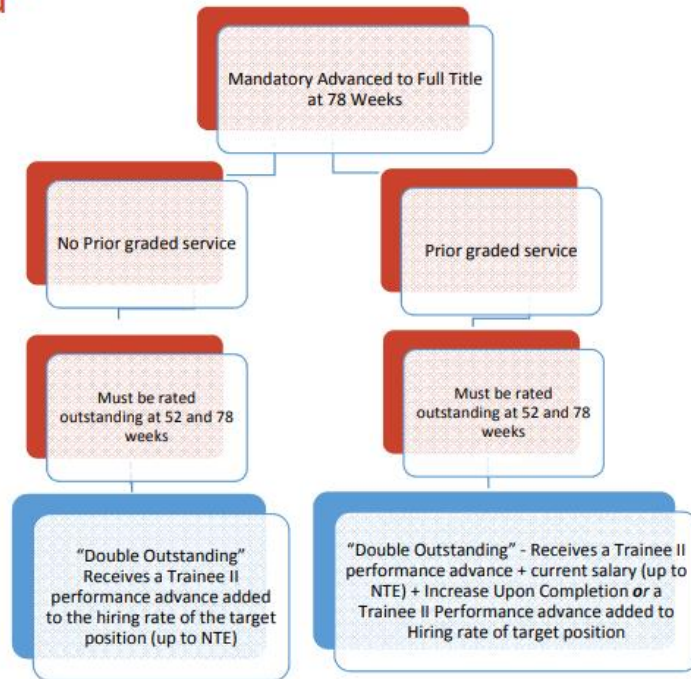
7. What is Early Advancement (or fast-tracking)?

Early Advancement (fast-tracking) is defined as advancement from the second level of a two-year traineeship to the full-performance level of the target title after 18 months of service that exceeds the traineeship's performance standards. The trainee must be, therefore, functioning at the full-performance level of the title after 18 months of service. Use of early advancement is at the discretion of the appointing authority after a documented review of an employee's performance. Advanced Placement and Early Advancement cannot be combined and should not be confused. *Please see the diagram below for an illustration of how Early Advancement can impact salary.*

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PEF/MC traineeships – at 78 Weeks "Fast Tracked"



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Attachment 1

Traineeship **Frequently Asked Questions**

MEMORANDUM

TO: Directors Human Resources

FROM: Director of Classification and Compensation

SUBJECT: State Fiscal Year 2018-19 Salaries for Professional, Scientific, and Technical (05) Negotiating Unit Traineeships

DATE: April 2018

* * * * *

This Memorandum supersedes all previous Professional, Scientific, and Technical (PS&T) (05) Negotiating Unit (NU) traineeship Advisory Memoranda. The new rates, which include the April 2018 two percent increase for PS&T employees, can be found on the Department of Civil Service's Web Site at:

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

The revised trainee salary rates are effective April 2018 for titles whose default NU is PS&T (05). However, positions in titles which primarily are PS&T may be classified in other negotiating units (for example, Managerial/Confidential, or M/C). In these cases, the relevant unit's traineeship spreadsheet should be consulted. This memorandum does not cover Legal Traineeships. For information on those, please consult the Legal Traineeship documents.

Attachments A - D provide guidance on interpreting the information in 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

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ATTACHMENT A – TRAINEESHIP EXCEL SPREADSHEET LEGEND AND FOOTNOTE DESCRIPTIONS

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), all PS&T 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 PS&T pay scale effective April 2018).</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>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), and/or have completed the traineeship, and receive the highest rating for that traineeship, may be eligible for a Performance Advancement (certain exceptions may apply).</p> <p>The highest rating for most traineeships typically is referred to as “Substantially Exceeds Expectations.” Sometimes the shorter form “Substantially Exceeds” is used, sometimes “Outstanding,” and sometimes a moniker that is particular to a given traineeship. All these terms should be considered synonymous, with one another and with the highest rating in a given traineeship, unless the context suggests otherwise.</p> <p>The Performance Advancement is the value of the Performance Advancement of the PS&T Grade to which the traineeship Level is equated. (For example, the Performance Advancement of a Trainee 1 title which is equated to Grade 13 would be the standard, statutory PS&T Grade 13 Performance Advancement amount.)</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

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Header	Description
	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	<p>As is the case with most traineeships, this number represents the Performance Advancement of the Target Title. 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 successful completion of a traineeship.</p> <p>The Increase upon Completion is the Performance Advancement of the Grade of the Target Title.</p>

(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
*	<p>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 apply the rule described above for traineeships not cross-listed, and/or contact your Classification and Compensation representative or the Office of the State Comptroller, for specific salary information.</p> <p>Sometimes, this mark 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. Those amounts typically will increase along with the General Salary Increase for the unit, applying normal number rounding rules.</p> <p>In one instance, the traineeship for Employment Counselor, this mark signifies that this is an unusual traineeship in certain ways.</p>

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**	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. Those amounts typically will increase along with the General Salary Increase for the unit, applying normal number rounding rules.
***	Signifies that the full performance level titles associated with the traineeship under the title of "Accountant/Auditor Intern" include the following: Data Processing Fiscal Systems Auditor; Senior Accountant; Senior Auditor; and Senior Health Care Fiscal Analyst.

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ATTACHMENT B – ADVANCED PLACEMENT

Sometimes, Trainees may be appointed beyond the Trainee 1 level of a traineeship. This mechanism is known as “Advanced Placement.”

One scenario for Advanced Placement is when a person who had served as a Student Assistant, NS, performing the same duties that he or she would have performed as a Trainee 1, for about a year, successfully is appointed from the PCO list, and then is “Advanced Placed” to Trainee 2. Another is when a person enters the traineeship with relevant advanced education.

When Advanced Placement occurs, the Trainee in most cases should be paid the amount associated with the equated Grade to which the traineeship Level he or she is appointed. For example, an individual advanced placed off the PCO list to the title of Business Systems Analyst Trainee 2 should be paid at the Grade 14 level, because the second level of that traineeship is equated to Grade 14. Employees transferring into a traineeship from elsewhere in State service may be paid a different amount, pursuant to normal payroll rules.

Advanced Placement typically is at the employer’s discretion. Advanced Placement and Early Advancement (see Attachment C) cannot be combined and should not be confused.

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ATTACHMENT C – EARLY ADVANCEMENT

Two-year traineeships in the PS&T and M/C units that lead to a Target Title that is allocated Grade 18 and is in the Competitive Class may be subject to “Early Advancement,” also known as “Fast-Tracking.” Under Early Advancement, 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 for that traineeship at that point and at the prior rating point (the transition from Trainee 1 to Trainee 2). Early Advancement is at employer discretion.

As noted elsewhere in this memorandum, a Trainee being Early Advanced may benefit from a Performance Advancement at the time of his or her being advanced, depending upon performance review, current salary, and/or the particulars of that individual’s status or situation.

Advanced Placement and Early Advancement cannot be combined and should not be confused.

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ATTACHMENT D – SALARY RATE PROGRESSION SCENARIOS

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

First, some commonly used traineeship terms will be defined so that the scenarios presented will be more understandable. Then, the most-common scenarios will be presented.

A. Traineeship Terms and Definitions

All Traineeships

Term	Definition
Substantially Exceeds	“Substantially Exceeds,” synonymous with “Substantially Exceeds Expectations,” refers to the highest performance rating received during a performance evaluation. In some traineeships the term “Outstanding,” or some other moniker specific to a given traineeship, is used to express the concept, but the idea is the same. Unless the context clearly suggests otherwise, throughout these scenarios “Substantially Exceeds Expectations” or “Substantially Exceeds” is to be taken as a synonym for whatever the highest rating of a given traineeship is.

One (1) Year or Less Traineeships

Term	Definition
Mid-traineeship Level	26-Week Interval. At this point the Trainee typically continues or is terminated.
Completion of the traineeship	52-Week Interval. At this point the Trainee typically advances to Target Title or is terminated.

Two (2) Year Traineeships

Term	Definition
Mid-Traineeship Level	26-Week Interval and 78-Week Interval. At this point the Trainee typically continues or is terminated.
End of the Traineeship Level (i.e., transition between Trainee titles)	52-Week Interval. At this point the Trainee typically advances to the next Traineeship Level or is terminated.
Completion of the Traineeship	104-Week Interval. At this point the Trainee typically advances to

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	Target Title or is terminated.
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Three (3) Year traineeships

Term	Definition
Mid-traineeship Level	26-Week Interval, 78-Week Interval, and 130-Week Interval. At this point the Trainee typically continues or is terminated.
End of the traineeship Level (i.e., transition between Trainee titles)	52-Week Interval and 104-Week Interval. At this point the Trainee typically advances to the next Traineeship Level or is terminated.
Completion of the traineeship	156-Week Interval. At this point the Trainee typically advances to the Target Title or is terminated.

B. Scenarios: Traineeships Lasting One (1) Year or Less

Scenario	Description
No Prior Graded State Service	<p><u>Starting Compensation</u> – The Hiring Rate of a traineeship’s equated Grade level.</p> <p><u>Compensation Progression</u> – 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 not rated “Substantially Exceeds Expectations” at the Mid-Traineeship Level, continue traineeship at current salary.</p> <p><u>Ending Compensation</u> – 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 not rated “Substantially Exceeds Expectations” when advanced to the Target Title and the prior rating period, do not add the Performance Advancement to this salary.</p>
Prior Graded State Service	<p><u>Starting Compensation</u> – 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 Target Title.</p> <p><u>Compensation Progression</u> – 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 not rated “Substantially Exceeds Expectations” at the mid-traineeship Level,</p>

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	<p>continue traineeship at current salary.</p> <p><u>Ending Compensation</u> – 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 not rated “Substantially Exceeds Expectations” when advanced to the Target Title and the prior rating period, do not add the Performance Advancement to this salary.</p>
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C. Scenarios: Traineeships Longer Than One (1) Year

Scenario	Description
No Prior Graded State Service	<p><u>Starting Compensation</u> – The Hiring Rate of a traineeship.</p> <p><u>Compensation Progression</u> – If rated “Substantially Exceeds Expectations” 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 Expectations” 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 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 not rated “Substantially Exceeds,” continue traineeship at the new Trainee Level salary.</p> <p><u>Ending Compensation</u> – 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 full performance level title (the addition of the Performance Advancement cannot make the salary exceed the “Not to Exceed Amount”). If not rated “Substantially Exceeds Expectations” when advanced to the Target Title and at the prior rating interval, do not add the “Performance Advancement” to this salary.</p>
Prior Graded State Service	<p><u>Starting Compensation</u> – 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</p>

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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 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 Expectations” 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 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 not rated “Substantially Exceeds,” continue traineeship at the new Trainee level salary. (For example, a Trainee who consistently was rated as “Meets Expectations” in a traineeship equated to Grades 13 and 14 at levels one and two respectively would earn the Grade 13 rate only throughout the Trainee 1 level and the Grade 14 rate throughout the Trainee 2 level).

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 not rated “Substantially Exceeds Expectations” when advanced to the Target Title and at the prior rating interval, do not add the Performance Advancement to this salary.