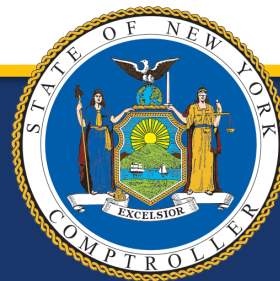


Office of Operations'
2023 Virtual Fall Conference

Traineeships

Richard Kouacou and Kavitha Pradeep



New York State Comptroller
THOMAS P. DINAPOLI

Traineeships – General

- Cannot promote when appointing to a traineeship
- Employee may hold salary of prior grade equal to or lower than grade of full title (cannot hold N/S money)
- Prior higher graded service cannot be brought through (no reinstatement)
- Employees coming from BU08 cannot hold their prior money on appointment to a traineeship
- Appointment status code (perm, temp, prov, cont) does not affect salary on appointment
- Refer to Civil Service traineeship memorandum for progression guidance



Traineeships – General (cont'd)

- May receive a Performance Advance of prior grade earned before entering a traineeship – must be payable before any increases from traineeship are due
 - Should be entered as PAY/PAV on payment effective date of cycle performance advance is payable (i.e., April/Oct pay dates)
 - Must be payable before first rating period in traineeship (rating does not matter)
 - If any increases such as Service Payments (SVP/SICs) are granted prior to performance advance effective date, employee is no longer eligible for the performance advance from prior grade



Traineeships – General (cont'd)

- When applying an SVP or PAV during the traineeship up to Not to Exceed (NTE), the NTE is the job rate of the full title
- When applying an Increase Upon Completion (IUC) – must have prior graded service and be moving from grade lower than full title of traineeship
 - *When applying IUC it is possible for employee's salary to go over job rate of full title*
- If appointed off an eligible list before completion of the traineeship (not true advance out of traineeship) – may promote from prior grade. Build up from prior position then promote
 - *General comments should be added for appointment off eligible list or any time early advanced/appointed that does not follow regular rules of traineeship*

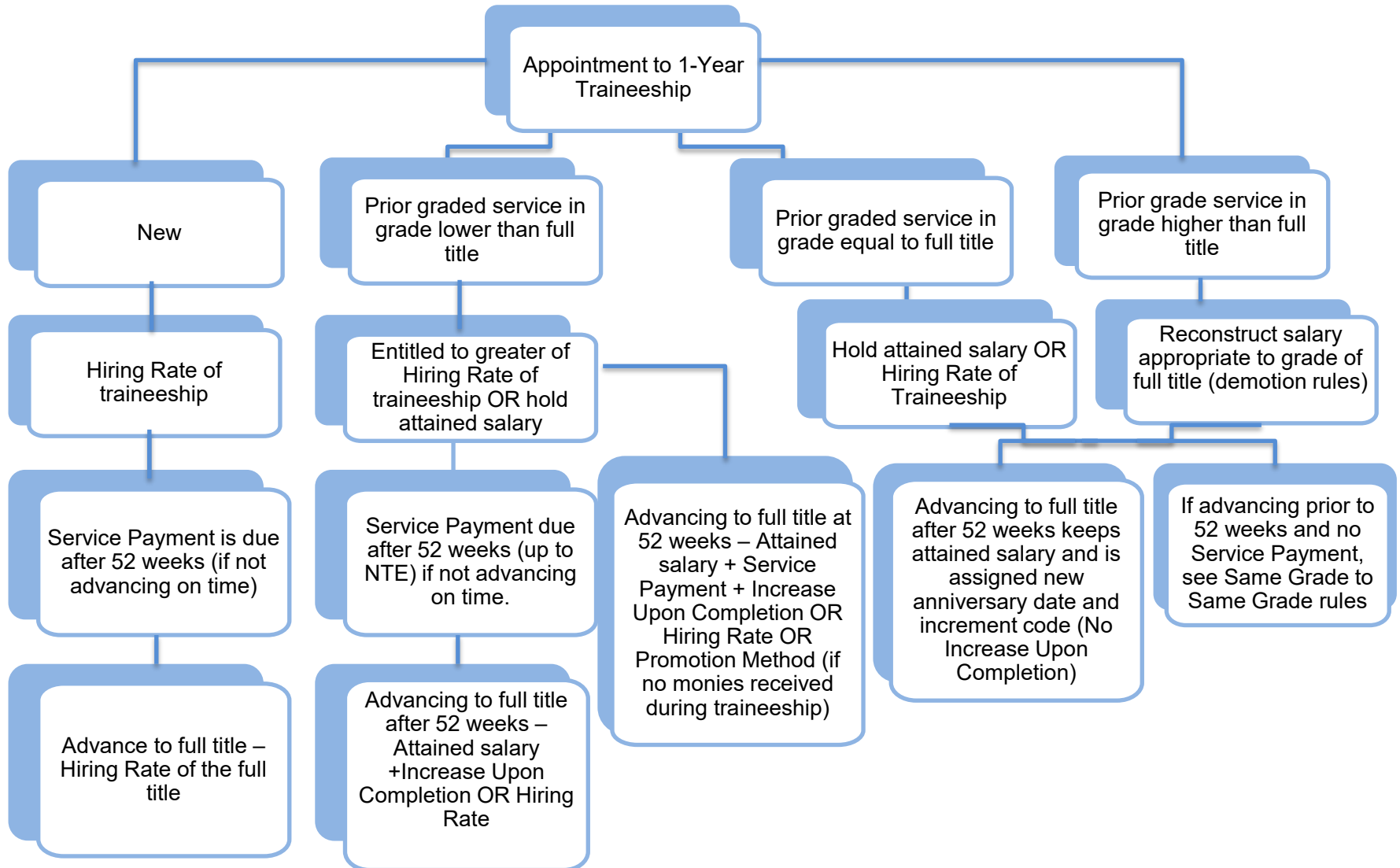


CSEA Traineeships

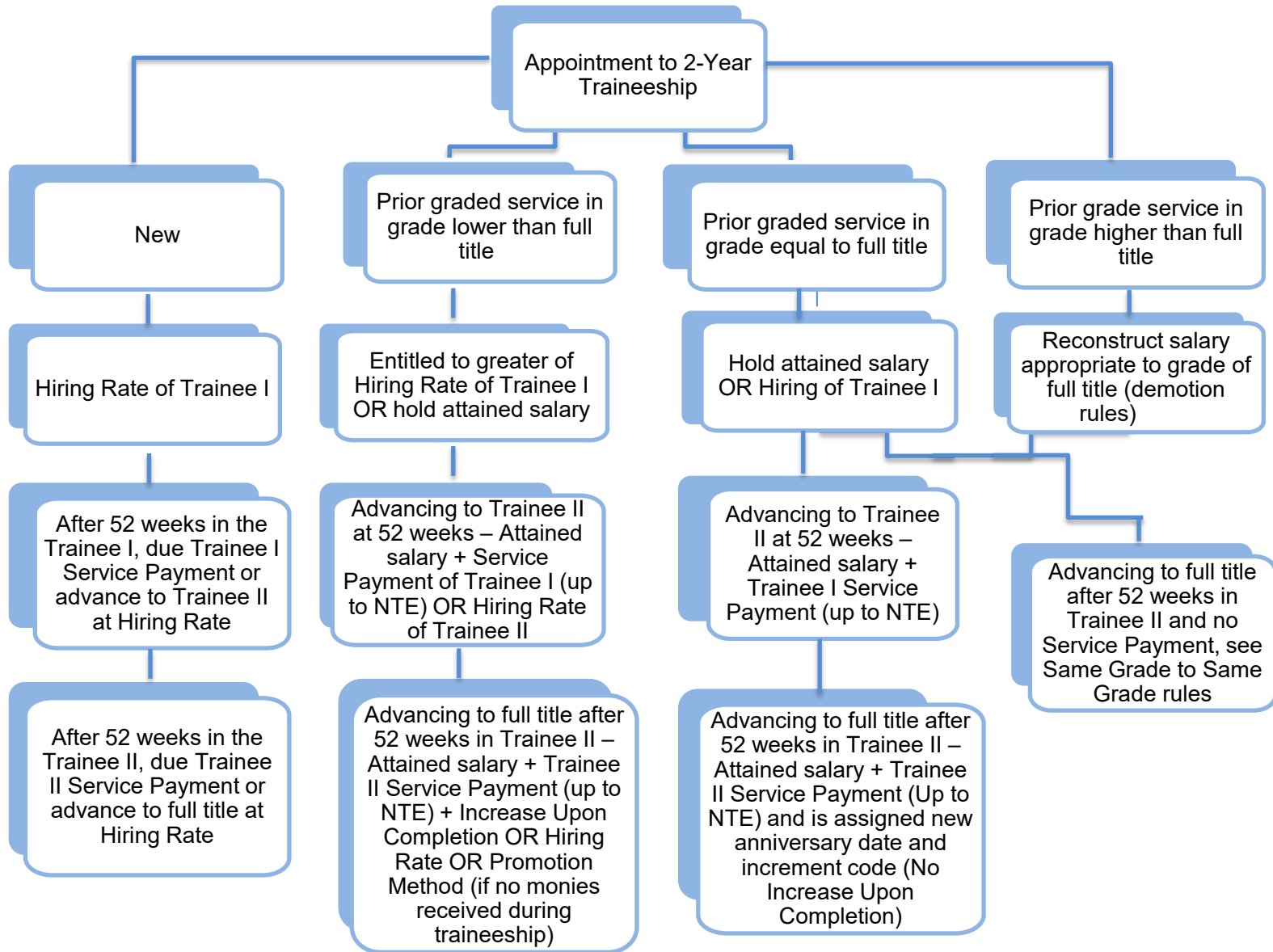
- Most traineeships are 52 weeks long.
- Developmental Assistant, Developmental Disabilities Secure Care Treatment Aide may advance early between 6 – 9 months. Developmental Assistant may extend up to 15 months.
- Service Payments can only be paid on completion of 52 weeks. If advancing early, SVP cannot be applied.
- General Comments should be entered when a traineeship is early advanced or extended.
- Promotion Method is used when advancing only if employee held prior graded money that was at or above the NTE amount.



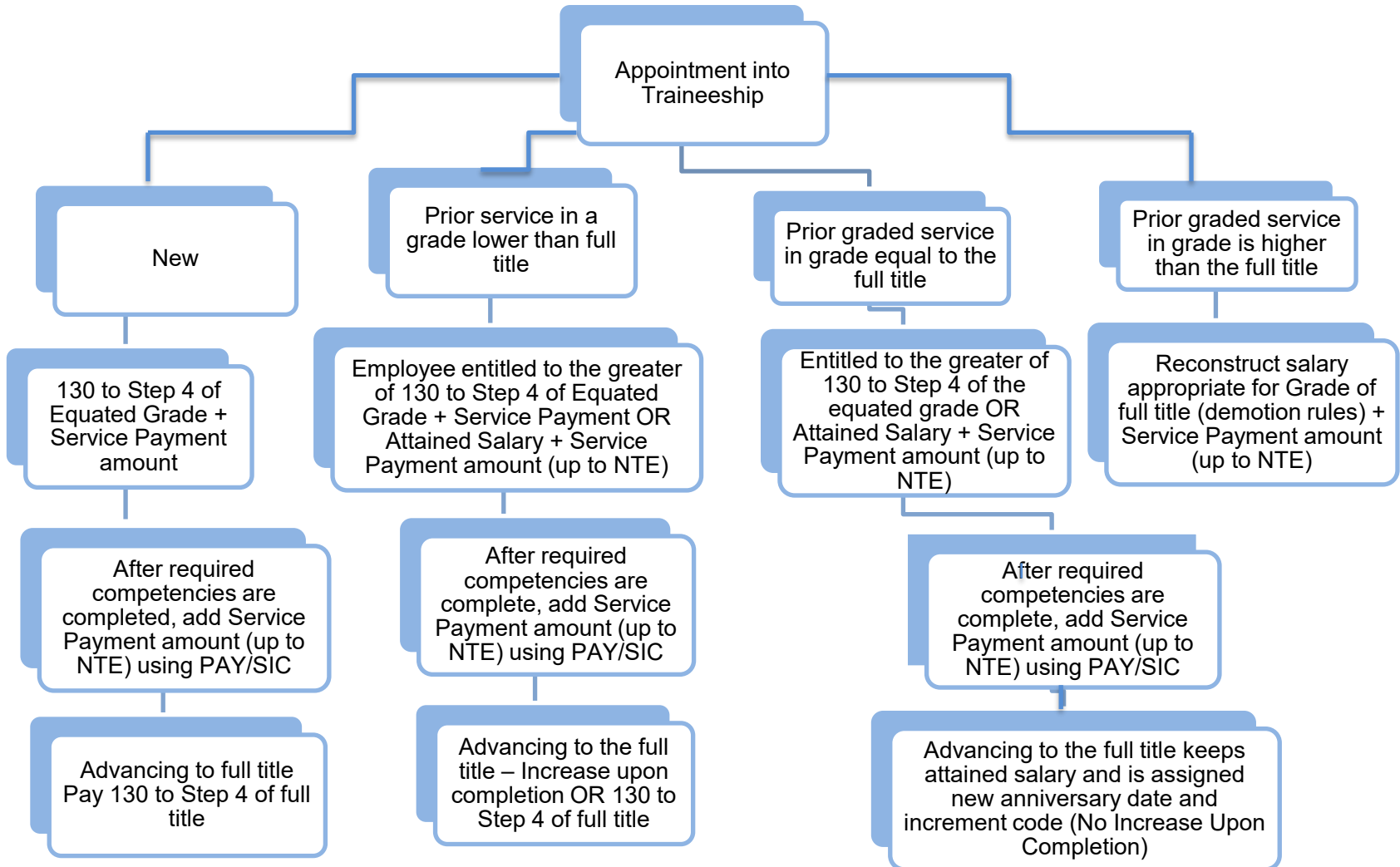
CSEA Traineeships (cont'd)



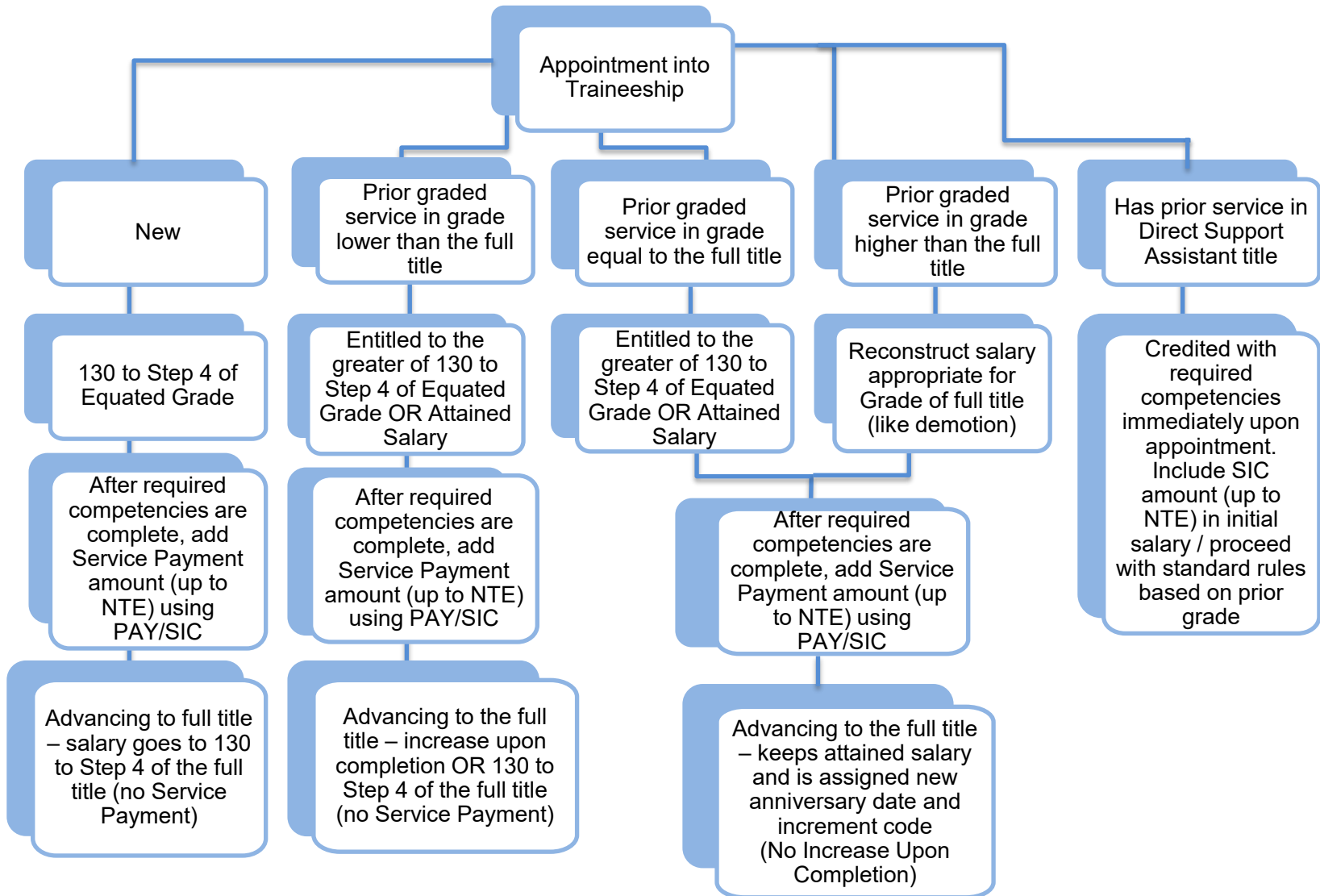
CSEA Traineeships (cont'd)



Developmental Assistant



Developmental Disabilities Secure Care Treatment Aide



PEF and M/C Traineeships

- Effective April 2016, all non-legal traineeships became Equated to Grade.
 - Prior to April 2016, certain traineeships were non-equated as outlined in the Equation of Traineeships Memorandum on the NYS Department of Civil Service website.
- Effective January 2019, Legal Traineeships became Equated to Grade.
 - Prior to January 2019, the Legal Specialties Traineeships were restricted as outlined in the Legal Specialties Traineeships Memorandum on the NYS Department of Civil Service website.
- Rated every 26 weeks – rating must be entered in General Comments.

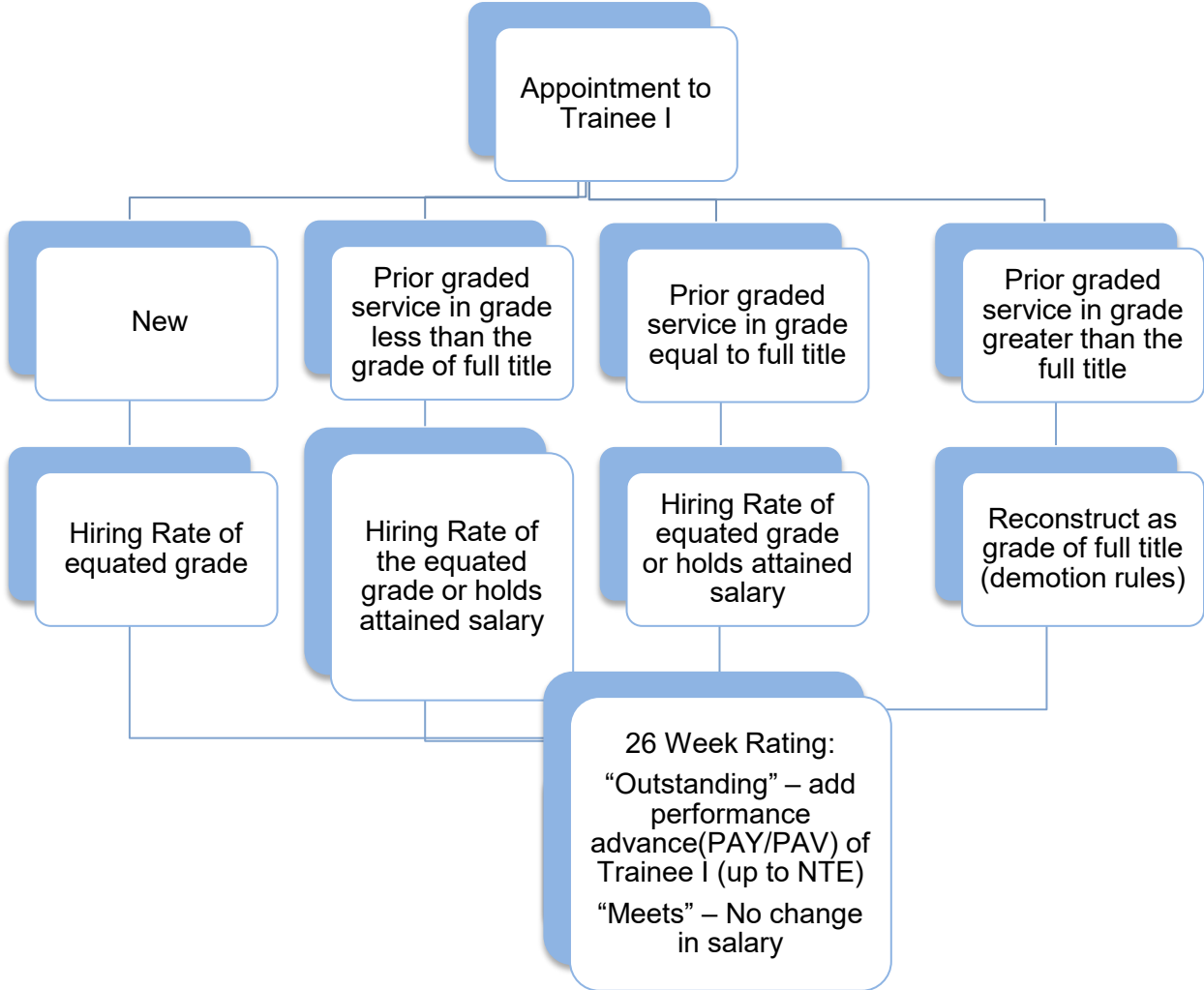


PEF and M/C Traineeships (cont'd)

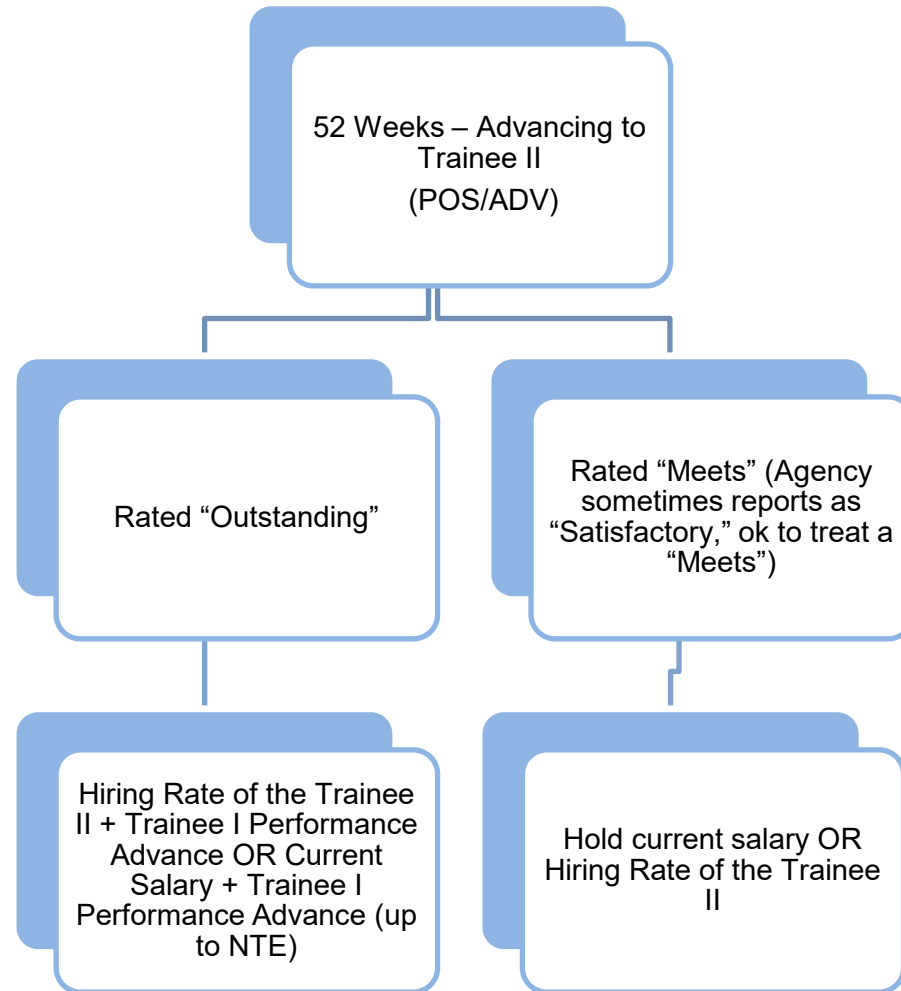
- Must be rated “Outstanding” or “Sub-exceeds” to receive performance advance
 - Performance Advance is added to attained salary or hiring rate of next level
 - Needs to be “double outstanding” when going to full title (last two ratings)
- Advanced Placement or Early Advancement is allowed
 - General Comments should be entered for Advance Placement, Early Advancement, extending traineeship and ratings



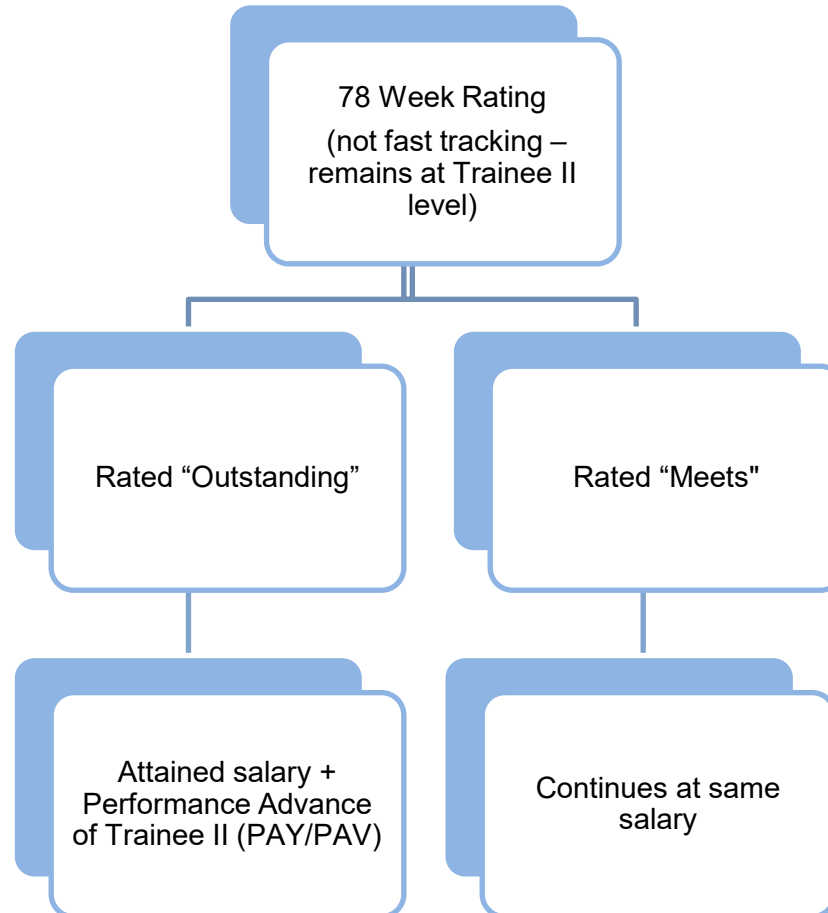
PEF and M/C Traineeships (cont'd)



PEF and M/C Advance to Trainee II



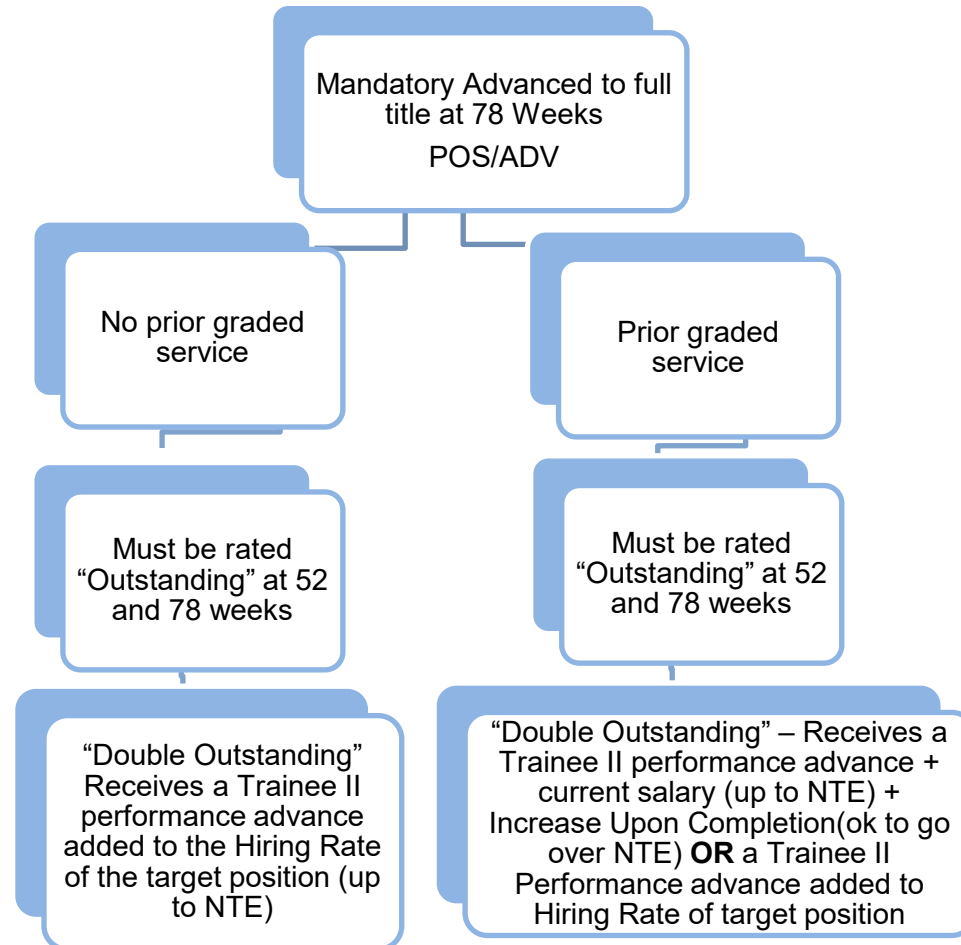
PEF and M/C Traineeships At 78 Weeks Not “Fast Tracked”



PEF and M/C Traineeships

Double Outstanding at 78 Weeks

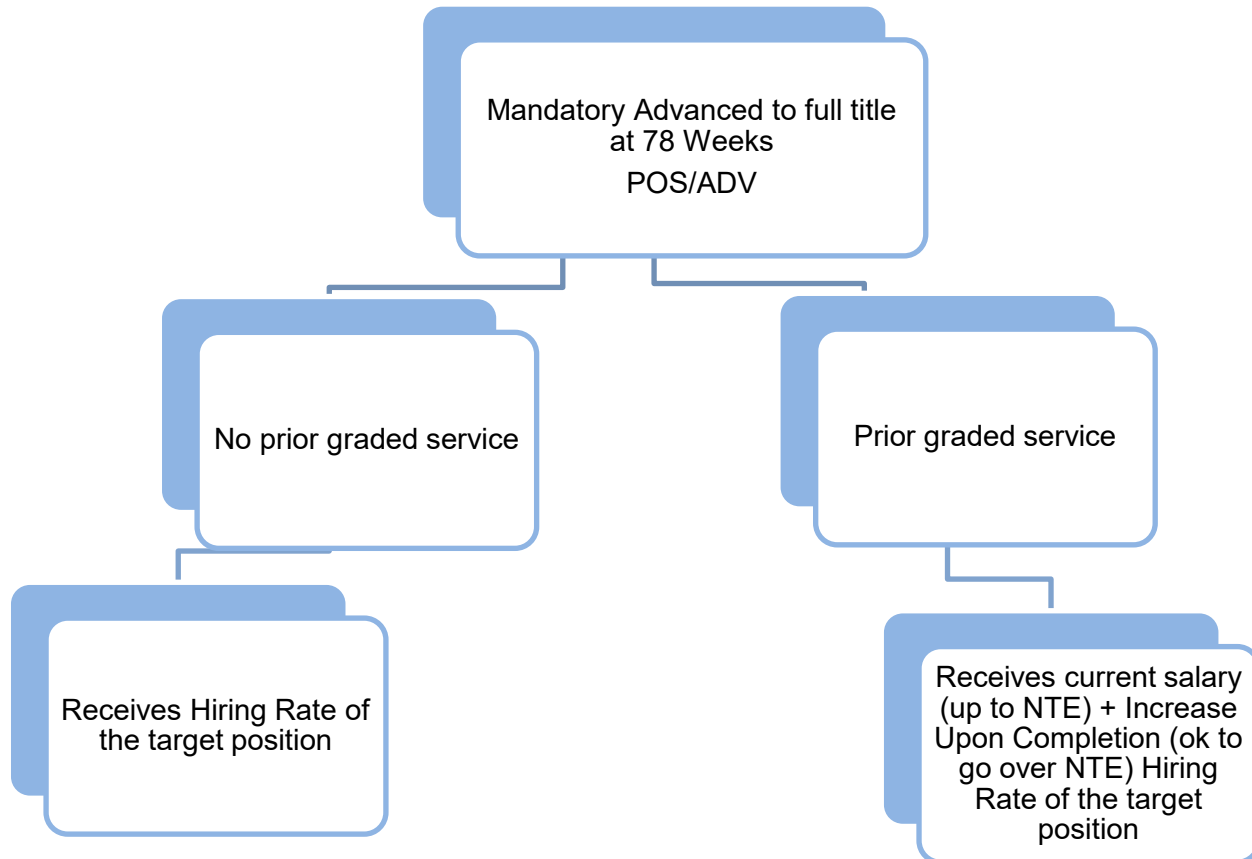
“Fast Tracked”



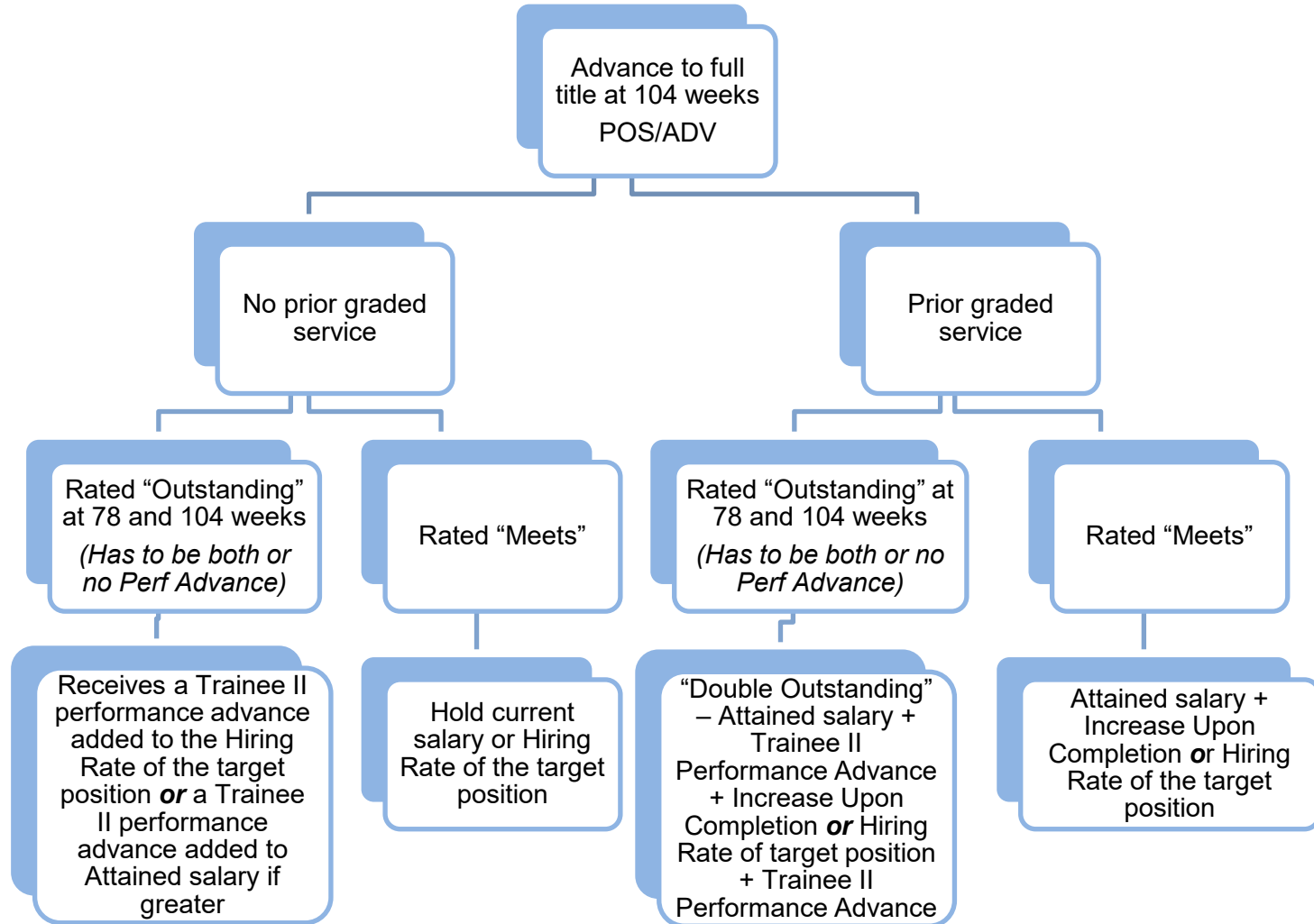
PEF and M/C Traineeships

NOT Double Outstanding at 78 Weeks

“Fast Tracked”



PEF and M/C Traineeships Advancing to Full Title



Traineeships

Same Grade to Same Grade

At Time of Appointment into the Traineeship

- Grade immediately prior to appointment is equal to or higher than grade of full title
 - If prior grade is equal – Hold current salary
 - If prior grade is higher – Reconstruct salary for grade of full title following demotion rules as outlined in the PayServ Manual



Traineeships

Same Grade to Same Grade (cont'd)

During Traineeship

- Employee may receive performance advances or Service Payments (up to the NTE)
- May receive a performance advance earned prior to entering traineeship if payable prior to time trainee performance advance is due
 - If performance advance earned prior to traineeship is paid, employee is still eligible for their performance advance in the traineeship on their next rating date
 - Agencies are responsible for entering performance advance earned prior to entering traineeship. OSC does not track these payments



Traineeships

Same Grade to Same Grade (cont'd)

Upon Advancement to Full Title

NO Traineeship Increase Paid

- Traineeship Increases Include:
 - 130 increases
 - Service Payments
 - Performance advances in the traineeship (performance advance earned prior to traineeship is ok)
- No Increase Upon Completion due to no change in grade
- Performance advance of full title may be due
 - Only one performance advance may be applied upon advance to full title (up to NTE)
- Employee retains anniversary date and increment code of the prior graded position



Traineeships

Same Grade to Same Grade (cont'd)

Upon Advancement to Full Title

Traineeship Increase(s) Paid

- If traineeship increases are received during traineeship:
 - Normal traineeship rules apply
 - Prior graded service is not creditable
 - Assign new anniversary date and increment code based on date of advancement



Transferring Traineeships

Eligibility Criteria

- In most cases, when an employee moves from one traineeship to another, both traineeship positions must be within the competitive class and with comparable trainee levels and the same target grade to consider any salary rights transferred to the new traineeship.
- Civil Service must approve the transferability of the employee and title between two titles (Refer to GOT IT website).
- Impact of a transfer between qualifying traineeships is at the agency discretion and must determine if the time served in the original title may be considered credited time if both traineeships train for the same level.



References

- [Civil Service – Traineeships](#)
- [Civil Service Traineeship Memorandum](#)
- [GOT IT Website](#)



Thank you!

Additional Traineeship Information can be found
at the following:

[Traineeships \(ny.gov\)](https://www.ny.gov/traineeships)

Questions can
be sent to:

payrollearnings@osc.ny.gov

