



Changes to Certain Trainee Title Salary Grades

- Effective November 7, 2024 (administration payroll) and November 14, 2024 (institution payroll), certain two-year trainee titles will be restructured and equated to higher salary grades.
- The affected titles are two-year traineeships that require a bachelor's degree and lead to an SG 18 title. A complete list is attached.
- Trainee 1 titles equated to SG 13 will be revised to SG 14, and Trainee 2 titles equated to SG 14 will be revised to SG 16.
- There will be no change to the SG of the full title, which will remain at SG 18.
- The Department of Civil Service has made this change in order to align the salary of trainee titles requiring a bachelor's degree with other titles in state service that typically require a bachelor's degree.

Affected Members

This restructuring applies only to two-year trainee titles equated to SG 13 and 14 that lead to SG 18 titles. Members in one of these Trainee 1 or Trainee 2 titles will be affected. Members in a one-year trainee title or in a title that does not lead to an SG 18 title will not be affected.

Salary of Current Members

In two-year traineeships, members are advanced from the salary of Trainee 1 to the salary of Trainee 2 upon completion of one year in the Trainee 1 title. If, upon advancing, the member is rated "substantially exceeds expectations", the member receives a performance advance in addition to the salary increase. Additionally, upon the completion of the six-month and eighteen-month rating periods, members who receive a performance rating of "substantially exceeds expectations" receive a performance advance. Payroll guidelines promulgated by the office of the State Comptroller therefore account for the pay increases that an employee may be subject to throughout a traineeship.

Beginning in November, members' salaries will be increased to the hiring rate of the new salary grade. If the hiring rate of the new grade is lower than the salary paid to a member prior to restructuring, then the member will continue to be paid their prior salary. The restructuring will not result in lower salaries for members.

Members who received performance advances at the end of their most recent rating period (i.e. six months for a member who has completed more than six but less than twelve months, twelve months for a member who has completed more than twelve but less than eighteen months, and eighteen

months for a member who has completed more than eighteen but less than twenty-four months) will receive an advance upon restructuring corresponding to the higher SG to which the traineeship has been assigned. Members who did not receive performance advances at the end of the most recent rating period will not receive the performance advance for the new salary grade.

Salary changes resulting from this restructuring will begin on the dates above and will not be retroactive to the beginning of a member's traineeship.

Salary for Future Appointments

Members appointed to an affected trainee title on or after the effective date of restructuring will be appointed at the hiring rate of the new SG.

Salary of Members who have Advanced to the Full Titles

Members who have completed their traineeship and advanced to the full title before the effective date of restructuring will not be impacted by the traineeship restructure.

Salary Restructuring Examples

Member has completed 4 months of traineeship and is currently paid the Trainee 1 (SG 13) hiring rate.

- Will be advanced to new Trainee 1(SG 14) hiring rate.

Member entered traineeship at their previous SG 15 graded salary (approx. \$57,000), has completed 8 months of traineeship, and received a performance advance at the end of the 6-month rating period.

- Will receive their prior SG 15 salary, which is higher than the new Trainee 1 (SG 14) hiring rate, *plus* the new Trainee 1 (SG 14) performance advance.

Member entered traineeship at their previous SG 15 graded salary (approx. \$57,000), has completed 13 months of traineeship, and received a performance advance at the 12-month rating period.

- Will be advanced to the new Trainee 2 (SG 16) salary, which is higher than their current salary, *plus* the new Trainee 2 (SG 16) performance advance.

Member entered traineeship at the hiring rate, has completed 20 months of traineeship, and did not receive a performance advance at the 12-month rating period.

- Will be advanced to the new Trainee 2 (SG 16) hiring rate.

Links

List of affected trainee titles: <https://www.osc.ny.gov/files/state-agencies/payroll-bulletins/pdf/payroll-bulletin-2274-attachment.pdf>

OSC payroll bulletin no. 2274: <https://www.osc.ny.gov/state-agencies/payroll-bulletins/state-agencies/2274-restructure-two-year-professional-traineeships-leading-grade-18>