

Traineeship Restructure – Salary Reconstruction Guide

Basic History Using PEF Examples to Depict Salary Treatment Before and After Restructure

Examples Do Not Address Advanced Placement or Early Advancement

Starting Compensation

- Upon entering the traineeship, the employee receives the trainee 1 hiring rate OR holds their current graded salary, whichever is greater.
 - Ex. Employee's salary upon entering the traineeship was increased to the trainee 1 (gr13) hiring rate of \$49,363.
Restructure Processing:
 - Since the employee's current salary of \$49,363 is less than the trainee 1 (gr14) hiring rate of \$52,198, increase the employee's salary to the trainee 1 (gr14) hiring rate: \$52,198
 - Ex. Employee's graded salary upon entering the traineeship is \$50,273 which is greater than the trainee 1 (gr13) hiring rate of \$49,363; therefore, they hold their current salary of \$50,273.
Restructure Processing:
 - Since the employee's current salary of \$50,273 is less than the trainee 1 (gr 14) hiring rate of \$52,198, increase the employee's salary to the trainee 1 (gr14) hiring rate: \$52,198
 - Ex. Employee's graded salary upon entering the traineeship is \$52,875 which is greater than the trainee 1 (gr13) hiring rate of \$49,363; therefore, they hold their current salary of \$52,875.
Restructure Processing:
 - Since the employee's current salary of \$52,875 is greater than the trainee 1 (gr14) hiring rate of \$52,198, the employee's salary does not change.
 - Ex. Employee is in a position with a salary grade of 22 upon entering the traineeship which is higher than the grade achieved at the end of the traineeship (gr18). Therefore, the employee's salary is reconstructed to reflect the grade of the full title (gr18).
Restructure Processing:
 - Since the employee's current salary has been reconstructed to reflect the grade of the full title (gr18), the employee's salary does not change.

6-month Rating Period

- If the employee is rated substantially exceeds expectations at the end of their 6-month rating period, they receive their traineeship starting compensation (as explained above) + the trainee 1 performance advance.
 - Ex. Employee's current salary includes the trainee 1 (gr13) hiring rate + the trainee 1 (gr13) performance advance: $\$49,363 + \$1,891 = \$51,254$
Restructure Processing:
 - Reconstruct the employee's salary using the trainee 1 (gr14) hiring rate + the trainee 1 (gr14) performance advance: $\$52,198 + \$2,020 = \$54,218$

- Ex. Employee's current salary includes a prior graded salary (which is greater than the trainee 1 (gr13) hiring rate of \$49,363) + the trainee 1 (g13) performance advance: \$50,175 + \$1,891 = \$52,066
Restructure Processing:
 - Reconstruct the employee's salary using the trainee 1 (gr14) hiring rate of \$52,198 (since the employee's prior graded salary of \$50,175 is less than the trainee 1 (gr14) hiring rate of \$52,198) + the trainee 1 (gr14) performance advance: \$52,198 + \$2,020 = \$54,218
- Ex. Employee's current salary includes a prior graded salary (which is greater than the trainee 1 (gr13) hiring rate of \$49,363) + the trainee 1 (g13) performance advance: \$54,860 + \$1,891 = \$56,751
Restructure Processing:
 - Reconstruct the employee's salary using the prior graded salary (since the employee's prior graded salary of \$54,860 is greater than the trainee 1 (gr14) hiring rate of \$52,198) + the trainee 1 (gr14) performance advance: \$54,860 + \$2,020 = \$56,880
- If the employee is rated satisfactory at the end of their 6-month rating period, they are not due a performance advance so there is no change in salary.
 - Ex. Employee's current salary equals the trainee 1 (gr13) hiring rate of \$49,363.
Restructure Processing:
 - Since the employee's current salary of \$49,363 is less than the trainee 1 (gr14) hiring rate of \$52,198, increase the employee's salary to the trainee 1 (gr14) hiring rate: \$52,198
 - Ex. Employee's current salary includes a prior graded salary (which is greater than the trainee 1 (gr13) hiring rate of \$49,363): \$50,375
Restructure Processing:
 - Since the employee's current salary of \$50,375 is less than the trainee 1 (gr14) hiring rate of \$52,198, increase the employee's salary to the trainee 1 (gr14) hiring rate: \$52,198
 - Ex. Employee's current salary includes a prior graded salary (which is greater than the trainee 1 (gr13) hiring rate of \$49,363): \$52,795
Restructure Processing:
 - Since the employee's current salary of \$52,795 is greater than the trainee 1 (gr14) hiring rate of \$52,198, the employee's salary does not change: \$52,795

12-month Rating Period

- If the employee is rated substantially exceeds expectations upon advancement to the trainee 2 (end of the 12-month rating period), they receive the salary received at the end of the 6-month rating period + the trainee 1 performance advance OR the trainee 2 hiring rate + the trainee 1 performance advance, whichever is greater.
 - Ex. Employee's current salary includes the trainee 2 (gr14) hiring rate + the trainee 1 (gr13) performance advance: \$52,198 + \$1,891 = \$54,089
Restructure Processing:
 - Reconstruct the employee's salary using the trainee 2 (gr16) hiring rate + the trainee 1 (gr14) performance advance: \$58,247 + \$2,020 = \$60,267

- Ex. Employee's current salary includes the salary received at the end of the 6-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198) + the trainee 1 (gr13) performance advance: $\$54,860 + \$1,891 = \$56,751$
Restructure Processing:
 - Reconstruct the employee's salary using the trainee 2 (gr16) hiring rate of \$58,247 (since the employee's salary received at the end of the 6-month rating period of \$54,860 is less than the trainee 2 (gr16) hiring rate of \$58,247) + the trainee 1 (gr14) performance advance: $\$58,247 + \$2,020 = \$60,267$
- Ex. Employee's current salary includes the salary received at the end of the 6-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198) + the trainee 1 (gr13) performance advance: $\$58,523 + \$1,891 = \$60,414$
Restructure Processing:
 - Reconstruct the employee's salary using the salary received at the end of the 6-month rating period (since the employee's salary received at the end of the 6-month rating period of \$58,523 is greater than the trainee 2 (gr16) hiring rate of \$58,247) + the trainee 1 (gr14) performance advance: $\$58,523 + \$2,020 = \$60,543$
- If the employee is rated satisfactory upon advancement to the trainee 2 (end of the 12-month rating period), they are not due a performance advance so receive either the salary received at the end of the 6-month rating period OR the trainee 2 hiring rate, whichever is greater.
 - Ex. Employee's current salary equals the trainee 2 (gr14) hiring rate of \$52,198.
Restructure Processing:
 - Since the employee's current salary of \$52,198 is less than the trainee 2 (gr16) hiring rate of \$58,247, increase the employee's salary to the trainee 2 (gr16) hiring rate: \$58,247
 - Ex. Employee's current salary includes the salary received at the end of the 6-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198): \$54,175
Restructure Processing:
 - Since the employee's current salary of \$54,175 is less than the trainee 2 (gr16) hiring rate of \$58,247, increase the employee's salary to the trainee 2 (gr16) hiring rate: \$58,247
 - Ex. Employee's current salary includes the salary received at the end of the 6-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198): \$58,535
Restructure Processing:
 - Since the employee's current salary of \$58,535 is greater than the trainee 2 (gr16) hiring rate of \$58,247, the employee's salary does not change: \$58,535

18-month Rating Period

- If the employee is rated substantially exceeds expectations at the end of their 18-month rating period, they receive the salary received at the end of the 12-month rating period (as explained above) + a trainee 2 performance advance.
 - Ex. Employee's current salary includes the trainee 2 (gr14) hiring rate + the trainee 2 (gr14) performance advance: $\$52,198 + \$2,020 = \$54,218$
Restructure Processing:
 - Reconstruct the employee's salary using the trainee 2 (gr16) hiring rate + the trainee 2 (gr16) performance advance: $\$58,247 + \$2,175 = \$60,422$

- Ex. Employee's current salary includes the salary received at the end of the 12-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198) + the trainee 2 (gr14) performance advance: $\$55,275 + \$2,175 = \$57,450$
Restructure Processing:
 - Reconstruct the employee's salary using the trainee 2 (gr16) hiring rate of \$58,247 (since the employee's salary received at the end of the 12-month rating period of \$55,275 is less than the trainee 2 (gr16) hiring rate of \$58,247) + the trainee 2 (gr16) performance advance: $\$58,247 + \$2,175 = \$60,422$
- Ex. Employee's current salary includes the salary received at the end of the 12-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198) + the trainee 2 (gr14) performance advance: $\$58,642 + \$2,020 = \$60,662$
Restructure Processing:
 - Reconstruct the employee's salary using the salary received at the end of the 12-month rating period (since the employee's salary received at the end of the 12-month rating period of \$58,642 is greater than the trainee 2 (gr16) hiring rate of \$58,247) + the trainee 2 (gr16) performance advance: $\$58,642 + \$2,175 = \$60,817$
- If the employee is rated satisfactory at the end of their 18-month rating period, they are not due a performance advance so there is no change in salary.
 - Ex. Employee's current salary equals the trainee 2 (gr14) hiring rate of \$52,198.
Restructure Processing:
 - Since the employee's current salary of \$52,198 is less than the trainee 2 (gr16) hiring rate of \$58,247, increase the employee's salary to the trainee 2 (gr16) hiring rate: \$58,247
 - Ex. Employee's current salary includes the salary received at the end of the 12-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198): \$54,175
Restructure Processing:
 - Since the employee's current salary of \$54,175 is less than the trainee 2 (gr16) hiring rate of \$58,247, increase the employee's salary to the trainee 2 (gr16) hiring rate: \$58,247
 - Ex. Employee's current salary includes the salary received at the end of the 12-month rating period (which is greater than the trainee 2 (gr14) hiring rate of \$52,198): \$58,535
Restructure Processing:
 - Since the employee's current salary of \$58,535 is greater than the trainee 2 (gr16) hiring rate of \$58,247, the employee's salary does not change.