

## Job Categorization Process FAQ

### **What is changing, and why is it happening?**

Penn State is adopting new position type names to more accurately reflect the work of the position. Positions will now be categorized based on the position's intentions and if it has a definitive end date and/or a limited funding source associated with the position (i.e., grants). This change was made possible due to work being done by Strategic Budget Approach Initiative (SBAI). Please visit the [Phase I FAQ](#) or the SBAI [June 2020 Penn State Today article](#) for more background information on the changes.

### **What are the new naming conventions for fixed-term staff positions and standing staff positions?**

Effective Thursday, July 1, 2021, fixed-term staff positions will be referred to as limited-term staff positions. Standing staff positions will be referred to as regular staff positions.

Fixed-term staff → limited-term staff employee  
Standing staff → regular staff employee

### **When is this change happening?**

These changes will begin in the fiscal year 2022 (July 1, 2021) and be completed by the end of this calendar year (December 31, 2021).

### **Will the change affect my job responsibilities and my salary?**

The position type name changes will not impact salaries or job responsibilities in any way.

*The position type name change is **NOT** a part of the Compensation Modernization Initiative. For more information on that project, please contact [hrcompinitiative@psu.edu](mailto:hrcompinitiative@psu.edu) or your HR strategic partner.*

### **I am currently a fixed-term staff; how does this change affect me?**

Fixed-term staff positions will go through a review and evaluation. Positions with a specified end-date or are funded by specified dollars with an end date, will be considered a limited-term staff employee. All other positions will move to a regular staff employee position.

### **I am currently considered standing staff; how does this change affect me?**

You will now be considered a regular staff employee. There will be no other changes to your position, salary, or responsibilities.



**How will we be notified that our position type is changing or remaining the same?**

Staff moving from limited-term positions to regular staff employee positions will receive an acknowledgement letter and employees remaining in limited-term positions will receive a memorandum of personal service (MPS) once the process is complete.

Unless otherwise notified, evaluations of fixed-term staff positions with contract end dates after June 30, 2021 will continue through the earlier of the contract end date or December 31, 2021 and any appropriate updates to these positions will occur during the reappointment month of those contracts.

**Where can I go to learn more about Penn State policies?**

The University policy manual is available online at [policy.psu.edu](http://policy.psu.edu). You are responsible for reading the information available in the University policy manual and for complying with all applicable University policies.

**Where can I go if I need more information on the change?**

Questions should be directed to your Human Resources Strategic Partner or Consultant.