

Compensation & Employment Categories

EMPLOYMENT CATEGORIES

Categories of Staff	Description
Regular full-time	You are hired for an indefinite period of time, and you are regularly scheduled to work 40 hours or more per work week. You may work on a 12, 11, 10 or 9-month basis.
Regular part-time	You are hired for an indefinite period of time, and you are regularly scheduled to work less than 35 hours per work week. You may work on a 12, 11, 10 or 9-month basis.
Temporary (currently paid on a voucher)	You are hired to work for a specific and finite period of time.
Grant-funded	Your pay is funded through grants. Your continued employment may be contingent upon, among other things, continued grant funding. Ask your manager if you have any concerns.
Volunteer	You do not receive pay for hours worked, although you may receive an honorarium or other form of recognition for your efforts. You cannot be both an employee and a volunteer.

COMPENSATION

Staff Compensation: Introduction

This section of the Employee Handbook applies to non-faculty University employees and offers important information about staff compensation at Simmons. While this section sets out certain principles, nothing in it should be read as an entitlement to certain compensation or as a limitation to Simmons' discretion in making compensation determinations.

Staff Compensation Philosophy

Our employees are one of the University's most important resources and are essential to Simmons fulfilling its mission. Various compensation approaches can be used given economic and market realities. Generally speaking, we strive to reward performance, ensure internal equity and reflect market levels of pay. Appropriate levels of compensation enable us to attract, retain, and motivate qualified staff. Specifically, our goals are to:

- Provide compensation that reflects market pay rates to ensure competitiveness with our defined external markets, as resources are available
- Maintain internal equity by objectively evaluating jobs to ensure that a position's responsibilities are valued fairly relative to other jobs within the University
- Reward staff for performance and contribution to Simmons

**Why We Have a Staff Compensation Program Pay-for-Performance (“Merit Pay”)
Philosophy**

Simmons is committed to linking performance and pay. The performance management program establishes individual goals, clarifies performance criteria, and provides an opportunity for objective review and feedback. The performance management program can be used to inform pay and promotional decisions.