

**Administrative and Professional Faculty Senate
Business Meeting Minutes
May 14, 2025
Heth 043/ RUC 3rd Floor Board Room**

Present: Staci Allen, Doug Benedict, Sandra Bond, Avraham Boruchowitz, Ashlee Claud, David Halpin, Kay Johnson, Mark Lambert, Eric Lovik, Sean Ramsey, Tom Snediker, Malinda Tasler, Juan Urista, Meghan Viet

Absent (?): Tom Bennett, Vanessa Conner, Cory Durand, Chad Hyatt, Debra Johnson, Andrew Price, Jess Rothe, Paula Vaughn-Burroughs

Guests: Colleen Choate, Princess Clark-Gaspard, Rob Hoover, Heather Keith, Ginny McCoy, Margaret McManus, Shannon Shastry, Jackie Taylor, Leah Taylor, Zoë Thornhill, Margie Vest

1. **Call to Order:** The meeting was called to order at 3:03 pm by President Ashlee Claud.
2. **Approval of Minutes:** The minutes from April 9, 2025 were approved with one correction on attendance.
3. **Guest Speaker: Rob Hoover, Vice President for Finance and Administration University, Supplemental Pay Policy:**
Rob presenting the final draft (see document after these meeting minutes). Radford University lacked a supplemental pay policy and wrote the draft to be consistent across the AP, T&R, & Staff Handbooks. Policies vary greatly at other institutions. Language from other Virginia institutions was borrowed for Radford's policy.

Legally, employees can earn only twelve months of their base pay. This means 9-month faculty are allowed up to a third of their base pay in additional salary. Employees on 12-month schedules are not allowed any additional pay on top of their salary unless permitted by a grant or other criteria, like award payments or administrative stipends. The draft policy will be presented at the Cabinet on Monday.

Q – How does this affect University 100? Are they being paid now?

A —Yes. If teaching is year after year, it should be part of the job description and compensated with the salary.

Discussion ensued about AP faculty's roles in teaching University 100 on a volunteer, adjunct basis. 12-month AP will no longer be compensated for teaching University 100 or 150 on an adjunct basis. They can, however, teach at other institutions like NRCC or VT for additional pay. The supplemental pay policy is tied to the specific institution.

Q – Some programs like RISE have stipends. Can we no longer give stipends to those on 12-month appointments/contracts? Some stipends are funded by the university; another program has a grant.

A —If a grant specifically allows payment, that could be allowable. If it's a university project, payment is not allowed. We may need to look at each separately. Some incentive programs allow payments to AP Faculty

Q – My contract states if there are more students, the pay is higher. If that happens, does the

course have to be cut?

A – (M.S. Ramsey) Sometimes the course is split into two.

Q – Many of us teach one-off courses, which would not be part of our regular jobs. I'm concerned about that going away because we want to keep the talent.

A – Teaching in a pinch is covered, but not a reoccurring role. I agree we don't want to lose people.

People want to teach, but it's not part of their jobs. Rob will work with HR and the Provost, and get back to AP Senate, especially for the UNIV 100, UNIV 150, and CITL Programs. Teaching is supported, but Radford must show we are not double-dipping.

4. **AP Senate Elections Update (Malinda Tasler):** Voting is open through this Friday, May 16. A reminder will be sent out.
5. **AP Survey Senate Update:** Ashlee sent the raw data for all the surveys to Eric Lovik. Eric Lovik discussed his approach categorized by positive, mixed, and negative responses, based on his judgment. Ashlee asked the Senators what is meaningful and helpful to them. The survey will include a summary and quantitative comments. Ashlee and Eric will work on a final draft for the next Senate meeting. The first page and a quarter will be fleshed out. It was asked if AP Faculty expect the survey will result in changes. Ashlee responded she can't speak to that, but the recent changes to the contract (i.e. the letter of appointment) result from past surveys. The surveys are anonymous, and it is made clear known people are not identified. Draft survey reports go only to the Senators, who must approve the final survey report.
6. **Handbook Committee Update:** Ashlee reported the committee met a couple of times and have made some progress. It is a committed and busy group. The task will take time.
7. **Announcements:**
 - **Salary and Bonus** – We are getting a 1.5% bonus, and will get a 3% raise effective June 10.
 - **Staff Picnic** – AP are invited to the picnic this Friday on Moffett Lawn hosted by Staff Senate.
 - **Commencement** – Commencement went very well. Your engagement is appreciated.
8. **Adjournment:** The meeting was adjourned at 3:58 pm.

Future Meeting Dates:

- June 11
- July 9



Policy Title: Supplemental Pay Policy	Effective Date: 5/5/2025
Policy Number: HR-PO-1408	Date of Last Review: N/A
Oversight Department: Human Resources	Next Review Date: 5/1/2028

1. PURPOSE

The Supplemental Pay Policy provides requirements for the assignment of and payment for work at the university that is in addition to or instead of the regular assigned work.

2. APPLICABILITY

This policy applies to full-time Teaching & Research faculty members, Exempt Administrative and Professional faculty members, and Exempt Classified staff members.

3. DEFINITIONS

Administrative and Professional (AP) Faculty

Administrative and Professional faculty typically serve in executive level leadership roles such as vice president, vice provost, dean, and assistant or associate vice president or dean. Administrative and Professional faculty positions require the performance of work directly related to the management of activities of the institution, department, or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others. Exempt Administrative and Professional faculty are those who hold positions exempt from the overtime provisions of the Fair Labor Standards Act.

Division Head

President, Provost, or applicable Vice President.

Employment Period

The time during which an employee is actively employed by the university within the time period stated in the employee's contract. For Teaching and Research faculty members on academic year appointments, this does not include the summer sessions.

Exempt Classified Staff

Classified staff who hold positions exempt from the overtime provisions of the Fair Labor Standards Act.

Institutional Base Pay (IBP)

The annual salary or equivalent rate of pay for an employee's primary appointment at the University for their defined contract period. (See University Policy HR-PO-1406)

Outside Funding Source

Any private, state, or federal government entity providing funding to the university through a grant, contract, or other external sponsoring agency transaction with the university, including any other university and any foundation, university-affiliated or otherwise.

Supplemental Pay

Compensation for either a temporary increase in regularly assigned duties or for additional duties that is paid to an employee in addition to their Institutional Base Pay. Supplemental pay may include Overload Employment Pay and Sponsored Work within the parameters of this policy.

Reassigned Time

Time within the employment period during which an employee is reassigned from normal duties to accomplish special assignments without additional compensation.

Sponsored Work

Any work performed by an employee under a grant, contract or other external sponsoring agency transaction between the university and an outside funding source.

University Summer Employment

Employment of a Teaching and Research faculty member on an academic year contract during one or more of the summer sessions at the university.

Teaching and Research (T&R) Faculty

Teaching and Research faculty with responsibilities that include teaching, research, and service as most of their duties.

Temporary Pay

This pay practice applies when the university assigns an employee to perform different key (essential) duties on an interim basis, or for critical assignments associated with a special time-limited project, or for employees serving in an acting capacity in a higher-level position, or for military pay supplements. Temporary pay is not added to an employee's base pay.

4. POLICY

A. The assignment of duties for a Teaching and Research faculty member is determined by the department chair in consultation with the faculty member and with the approval of the dean, as described in the Teaching and Research Faculty Handbook. The assignment of duties for an Exempt Administrative and Professional faculty member or an Exempt Classified staff member is determined by their respective supervisor. Temporary assignment of additional work to be performed by the Teaching and Research faculty, Exempt Administrative and Professional faculty or Exempt Classified staff member during the employment period will result in additional pay or reassigned time only according to the procedures herein.

B. No Teaching and Research faculty, Exempt Administrative and Professional faculty or Exempt Classified staff member will be paid compensation by the university in addition to their Institutional Base Pay (IBP) for additional work except as outlined in the procedures below.

C. Employees can receive no more than the equivalent of 12 months of their Institutional Base Pay, except where allowed by policy.

5. PROCEDURES

A. Supplemental Pay vs. Reassigned Time During the Employment Period

Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt staff members may be temporarily assigned duties over and above their normal duties during the employment period.

1. A Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member may receive supplemental pay for assignments over and above their regular duties during the employment period, but only in compliance with the conditions in this policy.
2. Alternatively, a Teaching and Research faculty, Exempt Administrative and Professional faculty or Exempt Classified staff member may receive reassigned time from regular duties to perform special assigned duties during the employment period.
3. Typically, supplemental pay and reassigned time may not occur at the same time.

B. Approval and Processing of Overload Employment

Prior to the commencement of any overload employment for Teaching and Research faculty, approval is required by the department chair and the dean. Prior to the commencement of any overload employment for Exempt Administrative and Professional faculty and Exempt Classified staff, approval is required by the employee's direct supervisor and Division Head. Human Resources will review for compliance, manage the pay action and provide the appropriate information to Payroll for processing.

C. Approval and Processing of Reassigned Time

Reassigned time for Teaching and Research faculty is determined and assigned by the department chair, with the approval of the dean or Associate Vice Provost. Reassigned time for Exempt Administrative and Professional faculty or Exempt Classified staff is determined and assigned by the direct supervisor, with the approval of the Division Head. Reassigned time from normal duties (without an equivalent replacement of duties/effort) will result in a corresponding reduction in salary unless the reduction of duties/effort is authorized for official university or Commonwealth of Virginia business. Salary reduction pay actions will be submitted to and reviewed by Human Resources who will forward the pay action to Payroll for processing.

D. Sponsored Work During the Employment Period

Sponsored Work performed during the employment period is not considered an overload assignment in most cases (because duties are often reassigned to permit the employee to perform Sponsored Work) and, therefore, would not be eligible for additional compensation. However, if specific federal regulations are met, a Teaching and Research faculty, Exempt Administrative and Professional faculty, or Exempt Classified staff member may be paid additional compensation for such work. To meet federal regulations (OMB 2 CFR Part 200.430), the following tests must be met:

1. Work must be in addition to the Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member 's regular duties (i.e., none of their regular duties have been reassigned),
2. Additional compensation for the work performed by the Teaching and Research faculty, Exempt Administrative and Professional faculty or Exempt Classified staff member must be approved in advance by the granting or contracting agency, and
3. The work must either be across departmental lines or for a different division or college (i.e., from the division or college in which the Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member performs under their regular employment) or must occur at a remote location from the Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member 's regular workplace.
4. The pay for such additional work must be proportional to the rate of pay under the Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member's regular employment. For details, contact the Office of Sponsored Programs and Grants Management.

E. Supplemental Payments

1. There is a limitation on the aggregate amount of all supplemental payments earned by Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member. Total salary and supplemental payments may not exceed 100% of the employee's 12-month institutional base pay.
2. Work performed outside of an employment period of less than 12 months (e.g., summer teaching, sponsored work) may be considered an overload assignment or it may be a separate contractual arrangement, depending on the application of specific federal regulations (OMB 2 CFR Part 200). In either case, the total compensation for such additional work and all other work performed inside or outside of the employment period by the Teaching and Research faculty, Exempt Administrative and Professional faculty, or Exempt Classified staff member for the university is strictly limited to 100% of the institutional base pay (e.g., for summer work by a faculty member on a 9 month academic year appointment, supplemental pay may not exceed one-third (33 1/3%) of the faculty member's institutional base pay for work teaching all three months of the summer, or proportionally less for less time worked). If it is determined that such work constitutes an overload and all other federal requirements are met, as indicated in section 5.D above, the assignments will be made by submitting appropriate documentation to Human Resources. For details, contact the Office of Sponsored Programs and Grants Management.
3. In accordance with federal guidelines, 12-month Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified Staff members cannot be paid additional compensation for Sponsored Work unless specifically allowed in writing by the funding agency. Instead, adjustments to the employee's workload should be made to accommodate additional work assignments related to grant support. In most cases, the funding from the funding agency is applied to the employee's institutional base pay. In rare cases, an outside funding source may specifically allow an individual's salary to be augmented and, if so, the 12-month employee may be compensated accordingly.

F. Exempt Administrative and Professional Faculty and Exempt Classified Staff Members and Teaching or Other Assignments

Exempt Administrative and Professional faculty and Exempt Classified staff members who are expected to teach courses as part of their normal responsibilities should be paid a base salary commensurate with that expectation or accommodate occasional teaching assignments through the reassignment of time from normal duties. This expectation of teaching should be documented in the Exempt Administrative and Professional faculty or Exempt Classified staff member's job description. Occasionally, an Exempt Administrative and Professional faculty or Exempt Classified staff member may be asked to take on a one-time assignment to fill a specific, high priority need of the university due to the employee's specialized skillset and knowledge or emergent need for coverage of an assignment. In these rare cases, the assignment should occur outside of normal work hours or accommodated through a flexible work plan, ensuring that all normal work responsibilities are covered. Prior approval for such an assignment must be provided by the employee's supervisor, Division Head and Human Resources. Payment in this case should be determined in consultation with Human Resources and aligned with the standard/adjunct rate for the assignment. Teaching and other additional assignments for Exempt Administrative and Professional faculty should be in accordance with the Teaching and Research Handbook, section 1.7.3, and the Administrative and Professional Faculty Handbook, section 2.0.

6. EXCLUSIONS

This policy does not apply to any Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified staff member performing work as an independent contractor entirely outside of the scope of their employment with the university.

This policy does not apply to work performed by the Teaching and Research faculty, Administrative and Professional faculty and Exempt Classified staff member for an employer other than Radford University.

This policy does not apply to temporary pay, administrative stipends, bonuses, or monetary awards given by the university in recognition of performance.

This policy does not apply to minimal payments (less than \$1500 annually per person) used to incentivize employee participation in university programs, serving in a non-Principal Investigator role.

7. APPENDICES

[Click here to enter text.](#)

8. REFERENCES

[Office of Management and Budget Electronic Code of Federal Regulations; Part 200.403](#)

[Radford University Institutional Base Pay Policy HR-PO-1406](#)

[Radford University Administrative and Professional Faculty Handbook](#)

Radford University Teaching and Research Faculty Handbook

9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the (appropriate Vice President).

10. APPROVAL AND REVISIONS

The President of the University and the President's Cabinet have approval authority over this policy and all subsequent revisions.

The policy was initially reviewed and approved by the President's cabinet on May 19, 2025.

Bret Danilowicz, Ph.D., President (*signature*)

DATE: _____

For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.