



Policy Title: Supplemental Pay Policy	Effective Date: 9/26/2025
Policy Number: HR-PO-1408	Date of Last Review: N/A
Oversight Department: Human Resources	Next Review Date: 8/1/2028

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 and Research faculty members, Exempt Administrative and Professional faculty members, and Exempt Classified staff members.

3. DEFINITIONS

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 appointment letter. For Teaching and Research faculty members on academic year appointments, this does not include the summer sessions.

Exempt Administrative and Professional (AP) Faculty

Exempt Administrative and Professional faculty are those who hold positions exempt from the overtime provisions of the Fair Labor Standards Act.

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 appointment 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 transactions with the university, including any other university and any foundation, university-affiliated or otherwise.

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.

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.

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.

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.

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 this policy.

5. PROCEDURES

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

Teaching and Research faculty, Exempt Administrative and Professional faculty and Exempt Classified 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 or 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 or 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 or Exempt Classified staff member's regular workplace, and
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

Teaching and other additional assignments for Exempt Administrative and Professional faculty should be in accordance with the university policy, Teaching by Administrative and Professional Faculty and Classified Staff, the Teaching and Research Faculty Handbook, and the Administrative and Professional Faculty Handbook. Teaching and other additional assignments for Exempt Classified staff members should be in accordance with the university policy, Teaching by Administrative and Professional Faculty and Classified Staff and Department of Human Resource Management policies and procedures.

6. EXCLUSIONS

This policy does not apply to any Teaching and Research faculty, Exempt Administrative and Professional faculty or 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 or 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 through pre-approved university programs, when salary augmentation is specifically authorized as part of the program or grant.

7. APPENDICES

None

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 Vice President for Finance and Administration & Chief Financial Officer.

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 August 11, 2025.

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