

**Commission on Staff Policies and Affairs**  
**Resolution to Form a Task Force to Review Supplement Program for Eligible Staff**  
**and Compensation for Staff and Non-Student Wage Employees**  
**CSPA Resolution 2023-24B**

Draft Notice Sent to University Council Cabinet	February 12, 2024
First Reading by Commission	February 27, 2024
Approval by Commission	March 26, 2024
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Approval by Senate	May 16, 2024
Faculty Senate Comment	Date
Staff Senate Comment	Date
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	Date
Undergraduate Student Senate Comment	Date
First Reading, University Council	Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

**WHEREAS**, Virginia Tech (University) staff employees perform important and varied roles across the university in support of the University’s mission and initiatives;

**WHEREAS**, the University implemented a supplement program for eligible staff employees effective January 1, 2020;

**WHEREAS**, this supplement program was implemented based on input from the University’s Staff Senate, Faculty Senate, and other campus groups regarding work-related expenses including childcare, medical premiums, and parking costs;

**WHEREAS**, the University provides a \$500 supplement to full-time, benefits-eligible staff employees making an annual salary of \$35,500 or less;

**WHEREAS**, 993 employees were eligible to receive this supplement in January 2020 and 150 employees were eligible for the supplement in January 2024;

**WHEREAS**, the cost of a standard Faculty/Staff parking permit in the 2023 to 2024 fiscal year was \$420, or 84 percent of the total supplement amount;

**WHEREAS**, the overall cost of living in the University vicinity has increased since the implementation of this supplement program, leading to a need to reevaluate the supplement amount and salary threshold level;

**WHEREAS**, staff and non-student wage employees are facing salary or wage compression related to recruiting and retaining staff; and

**WHEREAS**, there is a need for the University to reevaluate staff and non-student wage employee compensation to ensure that the University maintains its talented and varied workforce.

**NOW, THEREFORE, BE IT RESOLVED** that the President of Virginia Tech shall create, with the advice of all constituent groups, a Staff and Non-Student Wage Supplement Program and Compensation Task Force consisting of members of the undergraduate and graduate student bodies, faculty, staff, and university administrators. The President will choose the chair of the Task Force in consultation with the Staff Senate. The Task Force shall be charged with studying the amount and salary threshold for the supplement program for eligible staff employees and compensation levels for staff and non-student wage employees by reviewing cost of living increases in the University's vicinity, current compensation at peer institutions and other local employers. The Task Force shall be convened in the Fall semester of 2024 and shall deliver a report no later than twelve months after its formation that details its findings and recommendations for addressing the staff supplement and staff and non-student wage compensation.