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**Effective:** 7/1/1999
 

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## **ASU** SPP Manual Revision Notice

<b>Policy</b>	<b>Summary of Changes</b>
<p><a href="#"><u>SPP 001</u></a></p> <p>Introduction</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify authorization for policy changes</p>
<p><a href="#"><u>SPP 002</u></a></p> <p>Definitions</p>	<p><b>Revision of Policy</b></p> <p>Revised to change definitions of “Limited Employee” and “Regular Employee”; to change “Special Pay” to “Manual Warrant”; and to move definitions in revised policies to SPP 002 with links for access</p>
<p><a href="#"><u>SPP 201-01</u></a></p> <p>Recruitment/Employment</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “special pay” to “manual warrant”; to include a rolling deadline in advertisements for job vacancies; to add that applicants may voluntarily identify a disability or Vietnam-era veteran status with EO/AA; to include completion of the “Supervisory Academy” and the “Stepping into Leadership” programs in the equivalency statement; to delete the Pre-Employment Inquiry Form (PEIF); to add that a former employee terminated for cause will reflect an ineligible for rehire status; to include the requirement for a satisfactory reference from a candidate’s most recent supervisor or a job offer may be withdrawn; to add information on employment of minors; to add information on employment eligibility verification; to change the retention of applicants’ records from two to three years; to change the procedure for all recruitment alternatives except emergency hires, waivers, and limited to hiring unit and to delete the procedure for rÈsumÈs or applications received directly by the hiring unit</p>
<p><a href="#"><u>SPP 201-08</u></a></p> <p>Criminal History Check</p>	<p><b>Revision of Policy</b></p> <p>Revised to add link to permission and release forms</p>
<p>SPP 204</p>	<p><b>Deletion of Policy</b></p>

Employment of Minors	Information combined with <a href="#">SPP 201-01</a>
SPP 207 Reinstatement	<b>Deletion of Policy</b>
<a href="#">SPP 210</a> Consultants/Independent Contractors	<b>Revision of Policy</b> Revised to add link to Consultant/Independent Contractor Determination Checklist
SPP 211 Employment Eligibility Verification	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 201-01</a>
<a href="#">SPP 214</a> Flexible Employment Program	<b>Revision of Policy</b> Revised to add link to Flexible Employment Conversion Application form
SPP 216 Classified Employment Categories	<b>Deletion of Policy</b>
SPP 301-02 Notices of Appointment	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 302</a> and <a href="#">SPP 320</a>
<a href="#">SPP 302</a> <i>Conditions of Administrative Service</i> at ASU	<b>Revision of Policy</b> Revised to add information about notices of appointment; to add that falsifications of application materials is a grave offense subject to disciplinary action; to specify that administrative employees who are terminated for cause (or who resign in lieu of termination) are not considered eligible for rehire, absent an administrative determination by HR in consultation with the terminating department; to delete the definitions of terms and to link them to <a href="#">SPP 002</a>
<a href="#">SPP 303</a> Probationary Period	<b>Revision of Policy</b> Revised to explain that employees hired in DPS must complete a one-year probationary period even if they have completed a

	probation in another ASU department, and that employees promoted with ASU DPS must serve a six-month probationary period
<a href="#">SPP 304</a> Medical Examinations	<b>Revision of Policy</b> Revised to delete procedure
<a href="#">SPP 305</a> Smoking	<b>Revision of Policy</b> Revised to delete procedure and to delete definitions and link terms to <a href="#">SPP 002</a>
<a href="#">SPP 306</a> Work Schedules	<b>Revision of Policy</b> Information added from SPP 307 and to add a link to the HR Tool Kit
SPP 307 Meal Breaks and Rest Periods	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 306</a>
<a href="#">SPP 309-01</a> Classified Employee Performance Evaluation	<b>Revision of Policy</b> Information added from SPP 309-03; wording on rating levels corrected; procedures deleted
<a href="#">SPP 309-02</a> Administrative/Service Professional Employee Performance Evaluation	<b>Revision of Policy</b> Revised to add the term “service professional” throughout; added appeal process; deleted documentation section and procedure
SPP 309-03 Nonprobationary Classified Employee Performance Evaluation Appeal	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 309-01</a>
SPP 309-04 Administrative/Service Professional Employee Performance Evaluation Appeal	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 309-02</a>

<p><a href="#">SPP 315</a></p> <p>Drug-Free Workplace Requirements</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete procedure and to delete definitions and link terms to <a href="#">SPP 002</a></p>
<p><a href="#">SPP 319</a></p> <p>Driver's License Monitoring</p>	<p><b>Revision of Policy</b></p> <p>Revised to update cross-references</p>
<p><a href="#">SPP 320</a></p> <p><i>Conditions of Service Professional Service at ASU</i></p>	<p><b>Revision of Policy</b></p> <p>Revised to add information about notices of appointment; to add that falsifications of application materials is a grave offense subject to disciplinary action; to specify that service professional employees who are terminated for cause (or who resign in lieu of termination) are not considered eligible for rehire, absent an administrative determination by HR in consultation with the terminating department</p>
<p>SPP 401</p> <p>Determination of Employment Category</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 402-01</a></p>
<p><a href="#">SPP 402-01</a></p> <p>Classification of Positions</p>	<p><b>Revision of Policy</b></p> <p>Revised to change title; to combine SPP 401, SPP 402-01, and SPP 402-02 into one policy on classification and assignment of employment categories for classified, service professional, and administrative employee positions; and to delete definitions and link terms to <a href="#">SPP 002</a></p>
<p>SPP 402-02</p> <p>Classification of New Administrative Employee Positions</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 402-01</a></p>
<p>SPP 402-04</p> <p>Career Progression outside Classification</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 402-05</a></p>
<p><a href="#">SPP 402-05</a></p>	<p><b>Revision of Policy</b></p>

Career Progression	Revised to change title; to combine SPP 402–04 and SPP 402–05 into one policy on career progression; and to delete definitions and link terms to <a href="#">SPP 002</a>
<a href="#">SPP 403–08</a> Salary Adjustments	<b>Revision of Policy</b> Information added from SPP 406 on Performance-Based Incentives to the types of salary adjustments that may be provided to an employee
<a href="#">SPP 404–03</a> Standby Duty Program	<b>Revision of Policy</b> Revised to change some wording and to delete reference to Compensation Section
<a href="#">SPP 404–06</a> Overtime for University Extraordinary and Specific Events	<b>Revision of Policy</b> Revised to replace “staff” with “employees” and “administrator” with “administrative,” and to delete definitions and link terms to <a href="#">SPP 002</a>
<a href="#">SPP 404–07</a> On Call Duty	<b>Revision of Policy</b> Revised to clarify that administrative officials may establish procedures for on call duty and the conditions under which nonexempt employees are not paid additional compensation for on call duty
<a href="#">SPP 405</a> Request for a Manual Warrant	<b>Revision of Policy</b> Revised to change title, and to replace “special pay” with “manual warrant” throughout policy
SPP 406 Performance-Based Incentives	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 403–08</a>
<a href="#">SPP 501–01</a> Retirement Programs	<b>Revision of Policy</b> Revised to change title and to add information from SPP 502–01
SPP 501–04 Contribution to Social Security	<b>Deletion of Policy</b>

<p>SPP 502–01</p> <p>Retirement Plans and Benefits</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 501–01</a></p>
<p><a href="#">SPP 504–01</a></p> <p>Insurance Coverage</p>	<p><b>Revision of Policy</b></p> <p>Revised to add information from SPP 504–05 and 504–09</p>
<p><a href="#">SPP 504–02</a></p> <p>Workers’ Compensation</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify the responsibility of the supervisor when informed of a work-related injury</p>
<p>SPP 504–05</p> <p>Short-Term Disability Insurance</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 504–01</a></p>
<p>SPP 504–08</p> <p>Payroll Deductions</p>	<p><b>Deletion of Policy</b></p>
<p>SPP 504–09</p> <p>Continuation of Medical/ Dental Insurance Coverage</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 504–01</a></p>
<p><a href="#">SPP 505</a></p> <p>Employee Reduced In-State Tuition</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify that an employee must be in benefits-eligible status on the first day of classes to be eligible for a tuition waiver; to add a statement regarding taxation of the value of the reduced tuition; and to delete definitions and link terms to <a href="#">SPP 002</a></p>
<p>SPP 506</p> <p>Direct Deposit of Paychecks</p>	<p><b>Deletion of Policy</b></p>
<p><a href="#">SPP 511</a></p> <p>Employee Assistance Program</p>	<p><b>New Policy Number</b></p> <p>Relocation and renumbering of SPP 604; deleted procedure</p>
<p><a href="#">SPP 601</a></p>	<p><b>Revision of Policy</b></p>

Employee Development	Revised to replace with the text of SPP 605
SPP 602 University Employee Recognition Program	<b>Deletion of Policy</b>
SPP 604 Employee Assistance Program	<b>Deletion of Policy</b> Relocated and renumbered as <a href="#">SPP 511</a>
SPP 605 Employee Training	<b>Deletion of Policy Number</b> Text relocated to <a href="#">SPP 601</a>
<a href="#">SPP 701-01</a> Sick Leave—General Policy	<b>Revision of Policy</b> Revised to remove the option of placing cash payment for accrued sick leave at retirement into an account to cover future health insurance premiums, and to delete definitions and link terms to <a href="#">SPP 002</a>
<a href="#">SPP 703-01</a> Holiday Leave	<b>Revision of Policy</b> Revised to change title; combined with SPP 703-02
SPP 703-02 Religious Holidays	<b>Deletion of Policy</b> Information combined with <a href="#">SPP 703-01</a>
<a href="#">SPP 705-01</a> Extended Leave of Absence	<b>Revision of Policy</b> Revised to delete pay and benefits status during leave without pay
<a href="#">SPP 801</a> Staff Conduct and Work Rules	<b>Revision of Policy</b> Revised to add statement that falsifications of application materials is a grave offense subject to disciplinary action, and to delete definitions and link terms to <a href="#">SPP 002</a>
<a href="#">SPP 802</a> Conflict of Interest for Staff	<b>Revision of Policy</b> Revised to delete definitions and link terms to <a href="#">SPP 002</a>

<p><a href="#">SPP 809</a></p> <p>Discipline</p>	<p><b>Revision of Policy</b></p> <p>Revised to add that falsifications of application materials is a grave offense subject to disciplinary action; to specify that employees who are terminated for cause (or who resign in lieu of termination) are not considered eligible for rehire, absent an administrative determination by HR in consultation with the terminating department</p>
<p><a href="#">SPP 812</a></p> <p>Misappropriation of University Assets</p>	<p><b>Revision of Policy</b></p> <p>Revised to condense the language, to delete the procedures, and to delete definitions and link terms to <a href="#">SPP 002</a></p>
<p><a href="#">SPP 814</a></p> <p>Violence in the Workplace</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete definitions and link terms to <a href="#">SPP 002</a></p>
<p><a href="#">SPP 1007</a></p> <p>Processing Terminations of Employment</p>	<p><b>Revision of Policy</b></p> <p>Revised to add statement on the use of accrued vacation during the notice period for probationary staff and the A.R.S. statute on payment of wages to terminating employees, and to delete the procedure</p>
<p><a href="#">SPP 1011</a></p> <p>Involuntary Termination</p>	<p><b>Revision of Policy</b></p> <p>Revised to specify that classified, service professional, and/or administrative employees who are terminated for cause (or who resign in lieu of termination) are not considered eligible for rehire, absent an administrative determination by HR in consultation with the terminating department; and to add statement on the use of accrued vacation during the notice period for probationary staff and the A.R.S. statute on payment of wages to terminating employees</p>
<p><a href="#">SPP 1101</a></p> <p>Personnel Records</p>	<p><b>Revision of Policy</b></p> <p>Revised to consolidate information from SPP 1101, SPP 1102, and SPP 1103, describing the maintenance and management of official and departmental records</p>
<p>SPP 1102</p> <p>Record Contents</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 1101</a></p>

<p>SPP 1103</p> <p>Access to and Release of Official Personnel Records Information</p>	<p><b>Deletion of Policy</b></p> <p>Information combined with <a href="#">SPP 1101</a></p>
<p><a href="#">SPP 1104</a></p> <p>Job References</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete procedures</p>
<p><a href="#">SPP 1105</a></p> <p>HRMS Access, Security, and Training</p>	<p><b>Revision of Policy</b></p> <p>Revised to add information on access to HRMS, including inquiry and update access; and information on HRMS training</p>

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