

Effective: 7/1/2000

ASU SPP Manual Revision Notice

<p><u>SPP 201-01</u></p> <p>Recruitment/Employment</p>	<p>Revision of Policy</p> <p>Revised to state that affirmative action training certifies affirmative action representatives for two fiscal years and to change “staff requisitions” to “staff requests”</p>
<p><u>SPP 201-07</u></p> <p>Employment Examinations</p>	<p>Revision of Policy</p> <p>Revised to state that candidates for high-risk positions must not work until they have passed a physical or vision exam</p>
<p><u>SPP 202</u></p> <p>Standby Office Services</p>	<p>Revision of Policy</p> <p>Revised to delete the Procedure section and to provide information in the Policy section regarding temporary employees, including university benefits eligibility and Arizona State Retirement System participation</p>
<p><u>SPP 206</u></p> <p>Postretirement Employment</p>	<p>Revision of Policy</p> <p>Revised to state that Optional Retirement Plan retirees who are reemployed in a 49 percent (FTE) or less position may continue to receive a retirement benefit</p>
<p><u>SPP 212</u></p> <p>Volunteer Services</p>	<p>Revision of Policy</p> <p>Revised to update language in the Policy section and to delete the Procedure section</p>
<p><u>SPP 317</u></p> <p>Drug-Free Campus Environment</p>	<p>Revision of Policy</p> <p>Revised to delete the section “Availability of this Policy and Related Information”</p>
<p><u>SPP 403-08</u></p> <p>Salary Adjustments</p>	<p>Revision of Policy</p> <p>Revised to add a source and to change the phrase “\$100 per month maximum performance-based incentive” to “maximum incentive payment”</p>

<p>SPP 404-04</p> <p>Overtime—General Policy</p>	<p>Revision of Policy</p> <p>Revised to state that time spent at a grievance hearing (for employees hired after April 15, 1986) should be counted as time worked</p>
<p>SPP 501-01</p> <p>Retirement Programs</p>	<p>Revision of Policy</p> <p>Revised to state that normal retirement age for ASRS is 65 and to change “credited interest” to “credited earnings”</p>
<p>SPP 504-01</p> <p>Insurance Coverage</p>	<p>Revision of Policy</p> <p>Revised to change the amount of pre-tax premiums allowed on supplemental group term life insurance from \$35,000 to \$38,000</p>
<p>SPP 505</p> <p>Employee Reduced In-State Tuition</p>	<p>Revision of Policy</p> <p>Revised to change the applicability statement and to change “staff” to “employees”</p>
<p>SPP 511</p> <p>Employee Assistance Program</p>	<p>Revision of Policy</p> <p>Revised to change the applicability statement and to change “staff” to “employees”</p>
<p>SPP 601</p> <p>Employee Development</p>	<p>Revision of Policy</p> <p>Revised to include a section about job opportunities that are available through Human Resources and to add links</p>
<p>SPP 904</p> <p>University Ombudsperson Committee Guidelines</p>	<p>Revision of Policy</p> <p>Revised to update language in the Policy section and the Procedures section and to change cross-references</p>

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