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**Effective:** 7/1/2001
 

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## **ASU** SPP Manual Revision Notice

<p><u><a href="#">SPP 001</a></u></p> <p>Introduction</p>	<p><b>Revision of Policy</b></p> <p>Revised to update locations for obtaining SPP manual copies</p>
<p><u><a href="#">SPP 002</a></u></p> <p>Definitions</p>	<p><b>Revision of Policy</b></p> <p>Revised to add, delete, and clarify definitions</p>
<p><u><a href="#">SPP 201-01</a></u></p> <p>Recruitment/Employment</p>	<p><b>Revision of Policy</b></p> <p>Revised to update application procedures; to delete deadline information for advertising vacant positions in the <i>Arizona Republic</i>; to delete the Resumix process option for pool recruitment at ASU Main and ASU East; and to add trainees to the list of recruitment categories</p>
<p><u><a href="#">SPP 201-08</a></u></p> <p>Background Verification</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a link to employment forms on the Human Resources Web site</p>
<p>SPP 202</p> <p>Standby Office Services</p>	<p><b>Deletion of Policy</b></p>
<p><u><a href="#">SPP 303</a></u></p> <p>Probationary Period</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify applicability of policy</p>
<p><u><a href="#">SPP 304</a></u></p> <p>Medical Examinations</p>	<p><b>Revision of Policy</b></p> <p>Revised to include the Office of Equal Opportunity/Affirmative Action as a provider of guidance regarding this policy</p>
<p><u><a href="#">SPP 306</a></u></p> <p>Work Schedules</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify meal break policy</p>

<p><u><a href="#">SPP 309-01</a></u></p> <p>Classified Employee Performance Evaluation</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify supervisor responsibilities for conducting performance evaluations; to update evaluation documentation procedures; and to add definition links to certain terms</p>
<p><u><a href="#">SPP 309-02</a></u></p> <p>Administrative/Service Professional Employee Performance Evaluation</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify supervisor responsibilities for conducting performance evaluations</p>
<p><u><a href="#">SPP 313</a></u></p> <p>Human Immunodeficiency Virus Infection</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify applicability</p>
<p><u><a href="#">SPP 316</a></u></p> <p>“Whistle-Blowing” and Personnel Actions</p>	<p><b>Revision of Policy</b></p> <p>Revised and made a link to the <i>Arizona Board of Regents Policy Manual</i></p>
<p>SPP 318</p> <p>Interinstitutional Promotion and Transfer of Regular Classified Employees</p>	<p><b>Deletion of Policy</b></p>
<p><u><a href="#">SPP 403-02</a></u></p> <p>Establishing Rates of Pay</p>	<p><b>Revision of Policy</b></p> <p>Revised to delete section describing departmental responsibilities for handling transferred employees’ leave balance accruals</p>
<p><u><a href="#">SPP 403-07</a></u></p> <p>Demotion</p>	<p><b>Revision of Policy</b></p> <p>Revised to add links from certain terms to their definitions</p>
<p><u><a href="#">SPP 403-11</a></u></p> <p>Trainee Assignments</p>	<p><b>Revision of Policy</b></p> <p>Revised to add Human Resources and the Office of Equal Opportunity/Affirmative Action as recruitment contacts for departments hiring trainees and to add a six-month probationary period to begin after training is completed</p>

<p><u><a href="#">SPP 404-01</a></u></p> <p>Assignment to Special Duty</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify the salary criteria for an employee on special duty who assumes a lesser portion of duties in a higher pay range</p>
<p><u><a href="#">SPP 404-07</a></u></p> <p>On Call Duty</p>	<p><b>Revision of Policy</b></p> <p>Revised to clarify applicability and to update the responsibilities for departments with on call employees</p>
<p><u><a href="#">SPP 405</a></u></p> <p>Request for a Manual Warrant/Paycheck</p>	<p><b>Revision of Policy</b></p> <p>Revised to change policy title and to change “manual warrant” to “manual warrant/paycheck”</p>
<p><u><a href="#">SPP 501-01</a></u></p> <p>Retirement Programs</p>	<p><b>Revision of Policy</b></p> <p>Revised to update health insurance subsidy information for the Arizona State Retirement System and the Optional Retirement Plan</p>
<p><u><a href="#">SPP 504-02</a></u></p> <p>Workers’ Compensation</p>	<p><b>Revision of Policy</b></p> <p>Revised to reflect that employees may seek medical attention from the Student Health and Wellness Center or any medical facility that accepts workers’ compensation; to clarify policy applicability; and to indicate that a supervisor must complete and submit a report of injury form to Human Resources no later than five days following the occurrence</p>
<p><u><a href="#">SPP 601</a></u></p> <p>Employee Development</p>	<p><b>Revision of Policy</b></p> <p>Revised to indicate that supervisory employment credit may be obtained and to add a link to the Supervisory Academy section of Human Resources’ Employee Development Web site</p>
<p><u><a href="#">SPP 604</a></u></p> <p>Employee Assistance Program</p>	<p><b>Revision of Policy</b></p> <p>Revised to add a source and to delete credit counseling, housing assistance, and elder care information from the list of services provided by the Employee Assistance Program</p>
<p><u><a href="#">SPP 704-02</a></u></p> <p>Emergency Leave</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “staff” to “employee”</p>

<p><a href="#"><u>SPP 801</u></a></p> <p>Employee Conduct and Work Rules</p>	<p><b>Revision of Policy</b></p> <p>Revised to change policy title, to change “staff” to “employee,” and to add omission of material factual information as inappropriate behavior under Rules and Regulations</p>
<p><a href="#"><u>SPP 809</u></a></p> <p>Discipline</p>	<p><b>Revision of Policy</b></p> <p>Revised to change “written notice or reprimand” to “written reprimand,” to indicate that an employee may submit a rebuttal for departmental files if given a first written reprimand, to add omission of material factual information as an exception to progressive discipline and a reason for involuntary termination, and to change the signature requirement on the second written reprimand from “must” to “should”</p>
<p><a href="#"><u>SPP 901</u></a></p> <p>Grievance Process</p>	<p><b>Revision of Policy</b></p> <p>Revised to correct a statutory reference under Request for Review or Rehearing and provide discretion to the decision maker to exceed the 30–day period for issuing the decision when circumstances warrant</p>
<p><a href="#"><u>SPP 1007</u></a></p> <p>Processing Terminations of Employment</p>	<p><b>Revision of Policy</b></p> <p>Revised to provide a link to an information sheet for terminating employees and to indicate that a terminating employee may request insurance and retirement information from Human Resources</p>
<p><a href="#"><u>SPP 1011</u></a></p> <p>Involuntary Termination</p>	<p><b>Revision of Policy</b></p> <p>Revised to correct an error</p>

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