
Effective: 7/1/2002

ASU SPP Manual Revision Notice

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| <p><u>SPP 001</u></p> <p>Introduction</p> | <p>Revision of Policy</p> <p>Revised to update language</p> |
| <p><u>SPP 002</u></p> <p>Definitions</p> | <p>Revision of Policy</p> <p>Revised to update language; to delete definitions for “Advisory Review Committee,” “Day,” and “Implementation Minimum”; to add definitions for “Date of Hire,” “Job Family,” “Maximum,” “Midpoint,” and “Seasonal Employee”; to replace definition for “Consultant/Independent Contractor”; to change “Salary Schedule” to “Salary Structure”; and to link “Premium Compensatory Time” to “Compensatory Time,” “Premium Overtime Compensation” to “Overtime Pay,” “Standard Compensatory Time” to “Compensatory Time,” and “Standard Overtime Compensation” to “Overtime Pay”</p> |
| <p><u>SPP 201-01</u></p> <p>Recruitment/Employment</p> | <p>Revision of Policy</p> <p>Revised to update Application Procedure and Deadlines and Advertising Requirements sections; to add subtitle regarding current and former ASU employees to Reference Checking section; and to delete references to Human Resources Job Board under Recruitment Alternatives</p> |
| <p><u>SPP 205</u></p> <p>Nepotism</p> | <p>Revision of Policy</p> <p>Revised to expand meaning of “relative”</p> |
| <p><u>SPP 206</u></p> <p>Postretirement Employment</p> | <p>Revision of Policy</p> <p>Revised to address possible agreements prior to retirement under Optional Retirement Plans and reemployment under Arizona State Retirement System full-time reemployment guidelines</p> |
| <p><u>SPP 212</u></p> <p>Volunteer Services</p> | <p>Revision of Policy</p> <p>Revised to add link to ASU Volunteer Registration Form and to add a cross-reference</p> |
| <p><u>SPP 215</u></p> <p>Alternate Duty Assignment Program for Temporarily</p> | <p>Revision of Policy</p> <p>Revised to address alternate duty assignment during probationary period</p> |

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| Disabled Workers | |
| SPP 303 Probationary Period | Revision of Policy Revised to address alternate duty assignment program and to change “temporary employee” to “limited or seasonal employee” |
| SPP 703–01 Holiday Leave | Revision of Policy Revised to include the Friday after Thanksgiving and a day between Christmas and New Year’s as holidays |
| SPP 704–05 Bereavement Leave | Revision of Policy Revised to include definition of “relative” |
| SPP 705–02 Family Leave | Revision of Policy Revised to allow employee leave of absence or medical leave to care for a member of employee’s established household |
| SPP 802 Conflict of Interest | Revision of Policy Revised in entirety |
| SPP 901 Grievance Process | Revision of Policy Revised to change the time limit for submitting written requests for rehearing or review from five days to 15 days |
| SPP 1101 Personnel Records | Revision of Policy Revised to update contents of official personnel files and authorization needed to view personnel information |

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