
Effective: 7/1/2004

ASU SPP Manual Revision Notice

<p>SPP 201-01</p> <p>Recruitment/Employment</p>	<p>Revision of Policy</p> <p>Revised to add gender identity as a protected class and to state that the emergency hires or waivers procedures should be followed for grant and contract position recruitment</p>
<p>SPP 212</p> <p>Volunteer Services</p>	<p>Revision of Policy</p> <p>Revised to update a link</p>
<p>SPP 402-01</p> <p>Classification of Positions</p>	<p>Revision of Policy</p> <p>Revised to add “Classified” and “Service Professionals and Administrative” subsections under “Employment Category Change” and to clarify that a category change for service professionals and administrators can be done only at the end of an appointment period</p>
<p>SPP 505</p> <p>Employee Reduced In-State Tuition</p>	<p>Revision of Policy</p> <p>Revised to update “Registrar’s Student Fee Payment Schedule” to “University Registrar’s Student Fee Payment Schedule” and “registrar’s schedule of refunds” to “university registrar’s schedule of refunds”</p>
<p>SPP 701-01</p> <p>Sick Leave—General Policy</p>	<p>Revision of Policy</p> <p>Revised to correct a source and to clarify that the policy applies to regular employees</p>
<p>SPP 702-01</p> <p>Vacation Leave—General Policy</p>	<p>Revision of Policy</p> <p>Revised to clarify that the policy applies to regular employees and that the vacation accrual balance will be paid by the currently enrolling department prior to a change of employee status</p>
<p>SPP 703-01</p> <p>Holiday Leave</p>	<p>Revision of Policy</p> <p>Revised to clarify that employees must be in pay status both the</p>

scheduled working day before and the scheduled working day after a holiday in order to receive the holiday off with pay

[SPP 801](#)

Employee Conduct and Work Rules

Revision of Policy

Revised to add “university computing and communication resources, including computers, networks, electronic mail services, electronic information sources, voice mail, telephone services, and other communication resources” under “Property” and “violation of Board Procurement Code and/or university purchasing policies and procedures” under “Rules and Regulations”

[SPP 1007](#)

Processing Terminations of Employment

Revision of Policy

Revised to update a link and the language and to delete the reference to the Checklist for Terminating Employees

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