

Effective: 7/1/2007

ASU SPP Manual Revision Notice

Policy	Summary of Change
<p>SPP 002</p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Department of Public Safety” to “ASU Police Department,” “director of public safety” to “chief of police,” and “associate director of public safety” to “assistant chiefs of police”; to remove definitions for “EO/AA Office” and “Office of EO/AA”; and to add a definition for “Office of Diversity, Human Resources”</p>
<p>SPP 201-01</p> <p>Recruitment/Employment</p>	<p>Revision of Policy</p> <p>Revised to update “Equal Opportunity/Affirmative Action (EO/AA) office” to “Office of Diversity, Human Resources”</p>
<p>SPP 205</p> <p>Nepotism</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity, Human Resources”</p>
<p>SPP 213</p> <p>Reduction in Force</p>	<p>Revision of Policy</p> <p>Revised to update “Office of EO/AA” to “Office of Diversity, Human Resources”</p>
<p>SPP 215</p> <p>Alternate Duty Assignment Program for Temporarily Disabled Employees</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity, Human Resources”</p>

<p>SPP 302</p> <p><i>Conditions of Administrative Service at ASU</i></p>	<p>Revision of Policy</p> <p>Revised to delete a link and to state that reassignment of employees with nonrenewed appointments must be approved by the responsible vice president or designee</p>
<p>SPP 303</p> <p>Probationary Period</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Department of Public Safety” to “ASU Police Department” and “ASU DPS” to “ASU PD”</p>
<p>SPP 304</p> <p>Medical Examinations</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity”</p>
<p>SPP 305</p> <p>Smoking</p>	<p>Revision of Policy</p> <p>Revised to move the policy to ACD 804 and to provide a link to that policy</p>
<p>SPP 309–01</p> <p>Classified Employee Performance Evaluation</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity, Human Resources”</p>
<p>SPP 309–02</p> <p>Administrative/Service Professional Employee Performance Evaluation</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action (EO/AA)” to “Office of Diversity, Human Resources”</p>
<p>SPP 317</p> <p>Drug-Free Campus Environment</p>	<p>Revision of Policy</p> <p>Revised to update “<i>Department of Public Safety Policies and Procedures Manual</i>” to “<i>Police Department Policies and Procedures Manual</i>”</p>

<p>SPP 320</p> <p><i>Conditions of Service Professional Service at ASU</i></p>	<p>Revision of Policy</p> <p>Revised to delete two links and to state that reassignment of employees with nonrenewed appointments must be approved by the responsible vice president or designee and that the vice president is to notify orally the president or designee before the effective date of leave with pay or as soon as possible</p>
<p>SPP 403–08</p> <p>Salary Adjustments</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity, Human Resources”</p>
<p>SPP 403–11</p> <p>Trainee Assignments</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity”</p>
<p>SPP 404–06</p> <p>Overtime for University Extraordinary and Specific Events</p>	<p>Revision of Policy</p> <p>Revised to update “Department of Public Safety” to “Police Department” and “DPS” to “PD”</p>
<p>SPP 703–01</p> <p>Holiday Leave</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Department of Public Safety (ASU DPS)” to “ASU Police Department (ASU PD)”</p>
<p>SPP 706</p> <p>Military Leave</p>	<p>Revision of Policy</p> <p>Revised to update “calendar day” to “working day”</p>

<p>SPP 708</p> <p>Parental Leave with Pay</p>	<p>Revision of Policy</p> <p>Revised to add a link, to state that leave runs concurrently with FMLA and is limited to a total of six weeks per family per birth or adoption per year, and to clarify that a faculty member or academic professional must remain at work for at least 30 calendar days following return from leave or must reimburse salary paid for leave</p>
<p>SPP 801</p> <p>Employee Conduct and Work Rules</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Department of Public Safety (ASU DPS)” to “ASU Police Department (ASU PD)”</p>
<p>SPP 809</p> <p>Discipline</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Department of Public Safety (ASU DPS)” to “ASU Police Department (ASU PD),” “ASU DPS” to “ASU PD,” and “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity, Human Resources”</p>
<p>SPP 814</p> <p>Violence in the Workplace</p>	<p>Revision of Policy</p> <p>Revised to update “ASU Department of Public Safety (ASU DPS)” to “ASU Police Department (ASU PD)” and “ASU DPS” to “ASU PD,” “<i>Department of Public Safety Policies and Procedures Manual</i>” to “<i>Police Department Policies and Procedures Manual</i>,” and “DPS 201–05” to “PDP 201–05”</p>
<p>SPP 904</p> <p>University Ombudsperson Committee Guidelines</p>	<p>Revision of Policy</p> <p>Revised to update “Office of Equal Opportunity/Affirmative Action” to “Office of Diversity, Human Resources”</p>
<p>SPP 1011</p> <p>Involuntary Termination</p>	<p>Revision of Policy</p> <p>Revised to update “ASU DPS” to “ASU Police Department” and “Office of Equal Opportunity/Affirmative Action (EO/AA)” to “Office of Diversity, Human Resources”</p>

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