

Staff Personnel Manual (SPP)

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Effective: 7/1/2011



SPP Manual Revision Notice__

Policy	Summary of Change
SPP 002 Definitions	Revision of Policy Revised to add definition for "Competitive Zone"; to delete definitions and references to "Premium Compensatory Time," "Premium Overtime Compensation," "Standard Compensatory Time," and "Standard Overtime Compensation"; and to update definitions for "Compensatory Time," "Leader," "Maximum," "Midpoint," "Minimum," "Non-Regular Employee," "Overtime Pay," "Pay Grade," "Promotion," "Reassignment," "Reclassification," "Regular Employee," "Salary Structure," and "Transfer"; to delete "Probationary Period" and to add "Initial Probationary Period" and "Competitive Promotion/Transfer Probationary Period"
SPP 302 <i>Conditions of Administrative Service</i> at ASU	Revision of Policy Revised to update language based on new ABOR resolution dated April 7, 2011 regarding 90 day release due to budget constraints
SPP 303 Probationary Period	Revision of Policy Revised to add link to HR Partner directory as well as reference to RIF employees also serving a probationary period
SPP 320 <i>Conditions of Service Professional Service</i> at ASU	Revision of Policy Revised to update language based on new ABOR resolution dated April 7, 2011 regarding 90 day release due to budget constraints and the Discrimination Review section
SPP 402-05 Promotion	Revision of Policy Revised to clarify definitions and to add a definition for "Reclassification"
SPP 403-02 Establishing Rates of Pay	Revision of Policy Revised to change requirement for approval from pay rates over midpoint to those over 75th percentile
SPP 403-08 Salary Administration	Revision of Policy Revised to change policy name; to update definitions and guidelines for promotions and lateral adjustments; to include guidelines for retention adjustments; to eliminate 10% cap (maximum) to increases
SPP 404-04 Overtime	Revision of Policy Revised to correct language regarding when overtime and/or compensatory time is calculated; language regarding non-worked hours and hours less than 40 deleted to be consistent with PeopleSoft and FLSA standards
SPP 405-02 Overpayment	Revision of Policy Revised to state that "this policy can now be found in the <i>Financial Services Policies and Procedures Manual (FIN)</i> , FIN 602 : 'Wage/Salary Overpayment Responsibilities' "
SPP 701-01 Sick Leave	Revision of Policy Revised to update Recording and Retention language and include additional links to definitions
SPP 702-01 Vacation Leave	Revision of Policy Revised to update Recording and Retention language and include additional links to definitions
SPP 1007	Revision of Policy

Processing Terminations of Employment	Revised to remove a reference to probationary term not applicable to this policy
SPP 1011 Involuntary Termination	Revision of Policy Revised to update Termination of Probationary Employee and to clarify that if you are in a second probationary period, you will be paid for two-week administrative leave and then paid out any vacation balance you have (up to the max)
SPP 1101 Personnel Records	Revision of Policy Revised to outline OHR and department responsibilities; to remove references to documents that are no longer applicable; to add a section related to benefits and leaves

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