## Staff Personnel Manual (SPP)

**Effective:** 3/1/2016

### SPP Manual Revision Notice

<table>
<thead>
<tr>
<th>Policy</th>
<th>Summary of Change</th>
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<tr>
<td><strong>SPP 002</strong>&lt;br&gt;Definitions</td>
<td><strong>Revision of Policy</strong>&lt;br&gt;Revised to update (Benefits Eligible Employee, Date of Hire, Full-Time Employee, Part-Time Employee, PRN Employee, Regular Employee, Retirement Eligible Employee), delete (Non Regular Employee, Seasonal Employee, Short Term Temporary Employee) and add (Variable Employee) definitions.</td>
</tr>
<tr>
<td><strong>SPP 321</strong>&lt;br&gt;Drug and Alcohol Testing for Commercial Vehicle Drivers and Mechanics</td>
<td><strong>Deletion of Policy</strong>&lt;br&gt;Policy deleted as no longer relevant and/or information is duplicated.</td>
</tr>
<tr>
<td><strong>SPP 815</strong>&lt;br&gt;Romantic or Sexual Relationships Between Staff/Volunteers and Students</td>
<td><strong>Addition of Policy</strong>&lt;br&gt;Policy added concerning romantic or sexual relationships between university staff and students.</td>
</tr>
</tbody>
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### Additional Links
- [SPP manual](http://www.asu.edu/aad/manuals/spp/sppmrmn.htm)
- [ASU policies and procedures manuals](http://www.asu.edu/aad/manuals/spp/sppmrmn.htm)
- [Index of Policies by Title](http://www.asu.edu/aad/manuals/spp/sppmrmn.htm)
- [SPP manual contact](http://www.asu.edu/aad/manuals/spp/sppmrmn.htm)
- [Human Resources Web site](http://www.asu.edu/aad/manuals/spp/sppmrmn.htm)

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