

Effective: 3/1/2000

ASU SPP Manual Revision Notice

<p><u>SPP 002</u></p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to update the definitions for “Promotion,” “Reassignment,” “Rehire,” and “Transfer”</p>
<p><u>SPP 101</u></p> <p>Equal Opportunity/ Affirmative Action</p>	<p>Revision of Policy</p> <p>Revised to link to the <i>Academic Affairs Policies and Procedures Manual</i>, at <u>ACD 401</u>, “Equal Opportunity/Affirmative Action”</p>
<p><u>SPP 102</u></p> <p>Sexual Harassment</p>	<p>Revision of Policy</p> <p>Revised to link to the <i>Academic Affairs Policies and Procedures Manual</i>, at <u>ACD 402</u>, “Sexual Harassment”</p>
<p><u>SPP 103</u></p> <p>Procedures for Resolving Complaints of Unlawful Discrimination</p>	<p>Revision of Policy</p> <p>Revised to link to the <i>Academic Affairs Policies and Procedures Manual</i>, at <u>ACD 403</u>, “Procedures for Resolving Complaints of Unlawful Discrimination”</p>
<p><u>SPP 104</u></p> <p>Board on Equal Opportunity</p>	<p>Revision of Policy</p> <p>Revised to link to the <i>Academic Affairs Policies and Procedures Manual</i>, at <u>ACD 404</u>, “Board on Equal Opportunity”</p>
<p><u>SPP 105</u></p> <p>Americans with Disabilities</p>	<p>Revision of Policy</p> <p>Revised to link to the <i>Academic Affairs Policies and Procedures Manual</i>, at <u>ACD 405</u>, “Americans with Disabilities”</p>
<p><u>SPP 201–07</u></p> <p>Employment Examination</p>	<p>Revision of Policy</p> <p>Revised to change the title, to make the policy applicable to all employees, and to delete the necessity for departments to notify Community Health Services if the candidate cannot make an appointment</p>

<p>SPP 205</p> <p>Nepotism</p>	<p>Revision of Policy</p> <p>Revised to delete the definitions of terms and to link them to SPP 002, “Definitions”</p>
<p>SPP 206</p> <p>Postretirement Employment</p>	<p>Revision of Policy</p> <p>Revised to reflect the new Arizona State Retirement System procedures for postretirement employment</p>
<p>SPP 212</p> <p>Volunteer Services</p>	<p>Revision of Policy</p> <p>Revised to delete the definitions of terms and to link them to SPP 002, “Definitions”</p>
<p>SPP 215</p> <p>Alternate Duty Assignment Program for Temporarily Disabled Employees</p>	<p>Revision of Policy</p> <p>Revised to delete the definitions of terms and to link them to SPP 002, “Definitions,” and to change a link to go to the <i>Academic Affairs Policies and Procedures Manual</i>, ACD 405, “Americans with Disabilities”</p>
<p>SPP 304</p> <p>Medical Examinations</p>	<p>Revision of Policy</p> <p>Revised to change a link and a cross-reference to go to the <i>Academic Affairs Policies and Procedures Manual</i>, ACD 405, “Americans with Disabilities”</p>
<p>SPP 311</p> <p>Participation on University-Sponsored Committees</p>	<p>Revision of Policy</p> <p>Revised to delete the definitions of terms and to link them to SPP 002, “Definitions”</p>
<p>SPP 317</p> <p>Drug-Free Campus Environment</p>	<p>Revision of Policy</p> <p>Revised to add an area code</p>
<p>SPP 403–02</p> <p>Establishing Rates of Pay</p>	<p>Revision of Policy</p> <p>Revised to delete the definitions of terms and to link them to SPP 002, “Definitions”</p>
<p>SPP 404–04</p>	<p>Revision of Policy</p>

Overtime—General Policy	Revised to delete the definitions of terms and to link them to SPP 002 , “Definitions”
SPP 501-01 Retirement Programs	Revision of Policy Revised to make the terminology generic in stating percentage factors and cash balance options
SPP 503 Tax-Sheltered Plans	Revision of Policy Revised to change the maximal exclusion allowance for the special catch-up provision in a salary reduction agreement from \$12,500 to \$13,500
SPP 504-01 Insurance Coverage	Revision of Policy Revised to change the amount of group term life insurance coverage provided by the university for employees from \$10,000 to \$12,000, and to change the amount of pre-tax premiums allowed on supplemental group term life insurance from \$40,000 to \$35,000
SPP 511 Employee Assistance Program	Revision of Policy Revised to change a cross-reference to go to the <i>Academic Affairs Policies and Procedures Manual</i> , ACD 405 , “Americans with Disabilities”
SPP 701-01 Sick Leave—General Policy	Revision of Policy Revised to specify that sick leave is recorded in quarter-hour increments for nonexempt staff and in one-hour increments for exempt employees
SPP 704-05 Bereavement Leave	Revision of Policy Revised to delete the definitions of terms and to link them to SPP 002 , “Definitions”
SPP 705-01 Extended Leave of Absence	Revision of Policy Revised to change a cross-reference to go to the <i>Academic Affairs Policies and Procedures Manual</i> , ACD 405 , “Americans with Disabilities”
SPP 901	Revision of Policy

Grievance Process

Revised to update the role of counsel or an attorney during the formal grievance hearing, and to provide a procedure for requesting a review or rehearing

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