
Effective: 3/1/2001

ASU SPP Manual Revision Notice

<p><u>SPP 201-01</u></p> <p>Recruitment/Employment</p>	<p>Revision of Policy</p> <p>Revised to clarify statement about false information given during the recruitment process; to state that hiring units must notify EO/AA when a disabled applicant requests accommodation prior to agreeing to such accommodation for an interview; to state that eligible veterans may voluntarily identify their status at any time to EO/AA; to state that an applicant must meet all minimum qualifications to be eligible for an interview; to provide a link to the <i>EO/AA Recruitment Handbook</i>; to clarify when an offer of employment may be made for waivers or “named-in-grant” positions; to delete a statement regarding notification of salary on the Hiring Process Report; and to clarify applicability of emergency hires and waivers to the recruitment process</p>
<p><u>SPP 303</u></p> <p>Probationary Period</p>	<p>Revision of Policy</p> <p>Revised to add a link to the definition of regular employee</p>
<p><u>SPP 403-02</u></p> <p>Establishing Rates of Pay</p>	<p>Revision of Policy</p> <p>Revised to clarify that recorded compensatory time and overtime must be paid before an employee changes departments or takes an exempt position and to add a cross-reference</p>
<p><u>SPP 701-01</u></p> <p>Sick Leave—General Policy</p>	<p>Revision of Policy</p> <p>Revised to allow employees to use accrued sick leave upon the death of family members not covered by bereavement leave</p>
<p><u>SPP 704-05</u></p> <p>Bereavement Leave</p>	<p>Revision of Policy</p> <p>Revised to add brother-in-law, sister-in-law, son-in-law, and daughter-in-law to the list of individuals for whom employees may receive bereavement leave</p>

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