

Effective: 11/1/2000

ASU SPP Manual Revision Notice

<p><u>SPP 002</u></p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to add a definition for search committee</p>
<p><u>SPP 201-01</u></p> <p>Recruitment/Employment</p>	<p>Revision of Policy</p> <p>Revised to state that selected candidates for high-risk positions must pass a physical examination, to describe an alternative to a search committee, to link to a definition, and to delete the procedure</p>
<p>SPP 201-07</p> <p>Employment Examinations</p>	<p>Deletion of Policy</p>
<p><u>SPP 212</u></p> <p>Volunteer Services</p>	<p>Revision of Policy</p> <p>Revised to remove the requirement to send a copy of a memorandum outlining the conditions of volunteer appointment to Human Resources</p>
<p><u>SPP 303</u></p> <p>Probationary Period</p>	<p>Revision of Policy</p> <p>Revised to remove duplicated information about release during the probationary period</p>
<p><u>SPP 305</u></p> <p>Smoking</p>	<p>Revision of Policy</p> <p>Revised to change the term “area supervisor” to “administrative official”</p>
<p><u>SPP 306</u></p> <p>Work Schedules</p>	<p>Revision of Policy</p> <p>Revised a link to indicate “HR Advisor”</p>
<p><u>SPP 321</u></p> <p>Drug and Alcohol Testing for</p>	<p>Revision of Policy</p> <p>Revised to clarify the policy regarding pre-employment testing</p>

Commercial Vehicle Drivers and Mechanics	
<p><u>SPP 402-01</u></p> <p>Classification of Positions</p>	<p>Revision of Policy</p> <p>Revised to clarify the policy</p>
<p><u>SPP 404-04</u></p> <p>Overtime—General Policy</p>	<p>Revision of Policy</p> <p>Revised to state that each department is authorized to adopt a lower maximum cap on the number of compensatory hours that may be accrued</p>
<p><u>SPP 405</u></p> <p>Request for a Manual Warrant</p>	<p>Revision of Policy</p> <p>Revised to add that the deadlines for payroll-related documents are listed in the payroll calendar and to provide a link to that calendar</p>
<p><u>SPP 503</u></p> <p>Tax-Sheltered Plans</p>	<p>Revision of Policy</p> <p>Revised to remove a specific dollar amount because it changes on a yearly basis</p>
<p>SPP 511</p> <p>Employee Assistance Program</p>	<p>Renumbering of Policy</p> <p>Renumbered to SPP 604</p>
<p><u>SPP 604</u></p> <p>Employee Assistance Program</p>	<p>Renumbering and Revision of Policy</p> <p>Renumbered from SPP 511. Revised to add other problems that might warrant services and “assessment” to the purpose; to add dependents to applicability; to add the effects of work-related problems and additional services that the EAP provides; and to change “EAP coordinator” to “EA professional” and “EAP” to “EA.” Added statement on options for referrals and costs, and to include supervisors and supervisors’ units in the policy</p>
<p><u>SPP 701-01</u></p> <p>Sick Leave—General Policy</p>	<p>Revision of Policy</p> <p>Revised to address payment for accumulated sick leave to rehired retirees and to state that terminated employees are not paid for accumulated sick leave</p>
<p><u>SPP 809</u></p>	<p>Revision of Policy</p>

Discipline	Revised to change “director of Human Resources or designee” to “Human Resources” in request for removal of second reprimand from personnel file
SPP 810 Suspension/Demotion/ Involuntary Termination Hearing	Revision of Policy Revised to delete procedure
SPP 904 University Ombudsperson Committee Guidelines	Revision of Policy Revised to update the composition of the Ombudsperson Committee and to link to another policy
SPP 1011 Involuntary Termination	Revision of Policy Revised to include the clarification that two weeks’ pay may be given in lieu of notice
SPP 1101 Personnel Records	Revision of Policy Revised to clarify that guidelines for removing a written reprimand are covered in SPP 809
SPP 1105 HRMS Access, Security, and Training	Revision of Policy Revised to include benefits information in inquiry access

[SPP](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | SPP manual [contact](#) | Human Resources Web [site](#)

[Back to Top](#)