
Effective: 11/1/2005

ASU SPP Manual Revision Notice

Policy	Summary of Change
SPP 002 Definitions	Revision of Policy Revised to update the definitions of “Child” and “Health Care Provider”
SPP 313 Human Immunodeficiency Virus Infection	Revision of Policy Revised to update a source
SPP 315 Drug-Free Workplace Requirements	Revision of Policy Revised to update “Student Health and Wellness Center” to “Campus Health Service”
SPP 404–01 Assignment to Special Duty	Revision of Policy Revised to state that an administrative official will consult with Human Resources to determine the effective date and salary adjustment
SPP 405 Request for a Manual Warrant/Paycheck	Revision of Policy Revised to update “Bureau of Citizenship and Immigration Services Form I-9” to “U.S. Citizenship and Immigration Services Form I-9”
SPP 504–02 Workers’ Compensation	Revision of Policy Revised to update “Student Health and Wellness Center” to “Campus Health Service”
SPP 505 Employee Reduced In-State	Revision of Policy Revised to update the language and tax information and to state

Tuition	that spouses of employees must pay actual in-station tuition for all hours over nine during fall and spring semesters and all hours over six for summer session
SPP 702-01 Vacation Leave—General Policy	Revision of Policy Revised to update the language, the requirements for employees on military leave, and the options for employees with reduced FTE status, and to clarify the amount of leave acquired by exempt and nonexempt employees, the specifics of forfeiture, and that employees who change employment within the tri-university system or the board office within 30 days shall maintain service credits for vacation computation purposes
SPP 704-03 Jury Duty and Material Witness Service Leave	Revision of Policy Revised to delete that a supervisor must authorize leave and to clarify that a subpoenaed witness in a judicial or administrative proceeding does not include a plaintiff or defendant
SPP 705-02 Family Leave	Revision of Policy Revised to update the language, to add the section “Return to Work,” and to delete the reference to ASU paying the employer portion of group health insurance
SPP 707 Victim’s Leave	New Policy New policy to allow employees who are victims of crimes to leave work to exercise the right to be present at legal proceedings related to the crimes
SPP 814 Violence in the Workplace	Revision of Policy Revised to add a cross-reference and to state that threatening behavior by an ASU employee on or off campus must be reported to ASU DPS or the ASU Employee Assistance Program Office; that if either ASU DPS or the ASU Employee Assistance Program Office determines the threat to be serious, the employee may not return to the campus until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed; and that ASU DPS, the ASU Employee Assistance Program Office, the employee’s supervisor, and other appropriate offices will coordinate the assessment
SPP 1101	Revision of Policy

Personnel Records

Revised to update “Bureau of Citizenship and Immigration Services Employment Eligibility verification (Form I-9)” to “U.S. Citizenship and Immigration Services Employment Eligibility verification (Form I-9)”

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