

Effective: 11/1/2008

ASU SPP Manual Revision Notice

Policy	Summary of Change
<p>SPP 201-01</p> <p>Recruitment/Employment</p>	<p>Revision of Policy</p> <p>Revised to correct the name of the “Evaluate Applicant” function in the TAM system; to add information about reference checking for applicants (external to ASU, former ASU, and internal ASU applicants); and to remove the paragraph of “Review of Personnel Files”</p>
<p>SPP 213</p> <p>Reduction In Force</p>	<p>Revision of Policy</p> <p>Revised to state that “Employees who are laid-off under this policy will be referred for comparable positions on all campuses. However, if an employee wishes to be considered only for specific campus(es), the employee must make this decision during the initial reemployment meeting with Human Resources. Once the decision is made, it cannot be changed. An employee who limits the campus(es) for job referrals should recognize that she or he may be reducing opportunities for reemployment.”</p>
<p>SPP 309-02</p> <p>Administrative/Service Professional Employee Performance Evaluation</p>	<p>Revision of Policy</p> <p>Revised to change the “Objectives” to administrative and service professional employee performance evaluations</p>
<p>SPP 405-02</p> <p>Overpayment</p>	<p>New Policy</p> <p>New policy for wage or salary overpayments and repayment to ASU</p>
<p>SPP 601</p> <p>Release Time for Professional Development</p>	<p>Revision of Policy</p> <p>Revised to update the “Purpose” and to change the title</p>

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