

Effective: 10/1/1997

ASU SPP Manual Revision Notice

Policy	Summary of Changes
<p><u>SPP 001</u></p> <p>Introduction</p>	<p>Revision of Existing Policy</p> <p>Revised to designate the chair of the University Administrative Services Council or designee(s) as having authority for staff personnel policies</p> <p>Renumbered from SPP 004</p>
<p><u>SPP 002</u></p> <p>Definitions</p>	<p>Revision of Existing Policy</p> <p>Renumbered from SPP 005</p>
<p><u>SPP 201-01</u></p> <p>Recruitment/ Employment</p>	<p>Revision of Existing Policy</p> <p>Revised to update the table on advertisements, to change the length of time that résumés remain in the Resumix pool from six months to three months, and to specify the situations in which exceptions to recruitment are appropriate</p>
<p><u>SPP 210</u></p> <p>Consultants/Independent Contractors</p>	<p>Revision of Existing Policy</p> <p>Revised to, under Definition, insert “Human Resources-Employment will provide other options available to employ the individual(s)”; under no. 5 delete a–f; and under Procedures, add “by following the section Exceptions to Recruitment SPP 201-01.”</p>
<p><u>SPP 215</u></p> <p>Alternate Duty Assignment Program for Temporarily Disabled Employees</p>	<p>Revision of Existing Policy</p> <p>Revised to delete “or Permanently” from title, to remove permanently disabled employees from the scope of the policy, to modify the purpose, and to allow a psychiatrist to provide a written release for return to work</p>
<p><u>SPP 302</u></p> <p><i>Conditions of Administrative Service at ASU</i></p>	<p>Revision of Existing Policy</p> <p>Revised to incorporate SPP 704-04, “Release from Duties of Administrative Staff” into the Notification of Nonrenewal section and to eliminate reference to SPP 1006, “Resignation in Lieu of Involuntary Termination”</p>

<p><u>SPP 305</u></p> <p>Smoking</p>	<p>Revision of Existing Policy</p> <p>Revised to add two sources: <i>Arizona Revised Statutes</i> § 41–2141 and <i>Arizona Administrative Code</i> R4–36–201/UFC 1109.5</p>
<p><u>SPP 306</u></p> <p>Work Schedules</p>	<p>Revision of Existing Policy</p> <p>Revised to add service professional in Applicability, to change the work week to Monday through Sunday, and to clarify that standard work week and alternative work week apply to nonexempt employees only</p>
<p>SPP 308</p> <p>Identification Cards</p>	<p>Deletion of Policy</p> <p>Deleted because the Sun Card is now handled by Purchasing and Business Services</p>
<p><u>SPP 309–03</u></p> <p>Nonprobationary Classified Employee Performance Evaluation Appeal</p>	<p>Revision of Existing Policy</p> <p>Revised to insert paragraphs clarifying timing of second-level and third-level supervisor response and to delete the procedure</p>
<p><u>SPP 309–04</u></p> <p>Administrative/Service Professional Employee Performance Evaluation Appeal</p>	<p>Revision of Existing Policy</p> <p>Revised to add “Service Professional” to the title, to clarify timing of second-level supervisor response, and to delete the procedure</p>
<p><u>SPP 313</u></p> <p>Human Immunodeficiency Virus Infection</p>	<p>Revision of Existing Policy</p> <p>Revised to correspond with the <i>Student Affairs Policies and Procedures Manual</i>—STA 106–02</p>
<p><u>SPP 320</u></p> <p><i>Conditions of Service Professional Service at ASU</i></p>	<p>Revision of Existing Policy</p> <p>Revised to incorporate SPP 1010, “Termination and Release of Service Professionals During the Appointment Period” and eliminate reference to SPP 1010</p>
<p><u>SPP 403–02</u></p> <p>Hire/Rehire Rates</p>	<p>Revision of Existing Policy</p> <p>Revised to add “or the current market rate, whichever is greater” to the first sentence and “or current market rate” to the second sentence; to delete “The hire/rehire rate shall be the minimum of the range for minimally qualified individuals,” and to delete the procedure</p>

<p><u>SPP 404-02</u></p> <p>Supplemental Pay</p>	<p>Revision of Existing Policy</p> <p>Revised to broaden applicability to all exempt employees, to change maximum number of hours for supplemental compensation to 400 hours annually, and to delete the procedure</p>
<p><u>SPP 404-03</u></p> <p>Standby Duty Program</p>	<p>Revision of Existing Policy</p> <p>Revised to broaden applicability to all classified and service professional employees and to require departments to obtain advance approval from Human Resources-Compensation to have a standby program</p>
<p><u>SPP 404-04</u></p> <p>Overtime—General Policy</p>	<p>Revision of Existing Policy</p> <p>Revised to broaden applicability to all nonexempt staff</p> <p>Revised table on types of work to be included/excluded in hours worked; added bereavement, grievance hearing, holiday, sick leave, standby pay and vacation as items to be excluded</p> <p>Changed the payment calculation for compensatory time; use of current hourly base pay or the average hourly base pay for the past three years; included a new calculation for an employee’s hourly base pay rate</p> <p>Eliminated work week reference, example of employee due compensatory/overtime pay, and the cap of 120 hours on an employee’s compensatory time bank (cap is 240 hours for nonexempt employees or 480 hours for nonexempt law enforcement officers)</p> <p>Eliminated all procedures</p>
<p><u>SPP 404-06</u></p> <p>Overtime for University Extraordinary and Specific Events</p>	<p>Revision of Existing Policy</p> <p>Revised to define “extraordinary event” as one that requires a six-month or longer planning period; to specify that exempt employees are no longer eligible for overtime pay for specific events, but may be eligible for supplemental pay for extraordinary events; and to delete grandfathering provision on overtime pay rates</p>
<p><u>SPP 404-07</u></p> <p>On Call Duty</p>	<p>Revision of Existing Policy</p> <p>Revised to specify that nonexempt employees who are assigned to on call duty will not be paid additional compensation for being placed on an on call duty roster, and to allow, by exception, departments to establish a standby duty program under SPP 404-03, “Standby Duty Program”</p>
<p><u>SPP 405</u></p>	<p>Revision of Existing Policy</p>

Special Pay Request	Revised to delete the Human Resources Management System (HRMS) Helpline as a contact for special pay requests and to delete late paperwork and requests for less than \$50 under Requests that cannot be Approved
<u>SPP 501-01</u> Participation in a Retirement Plan	Revision of Existing Policy Revised to change policy title, combine SPP 501-01, 501-02, and 501-03 into one policy, change “staff” to “employee,” completely rewrite the policy, and delete the procedures
SPP 501-02 Public Safety Staff Participation in a Retirement Plan	Deletion of Policy Deleted and combined into SPP 501-01
SPP 501-03 Administrative Staff Participation in a Retirement Plan	Deletion of Policy Deleted and combined into SPP 501-01
<u>SPP 501-04</u> Contribution to Social Security	Revision of Existing Policy Revised to change “staff” to “employee” and delete the procedure
<u>SPP 502-01</u> Arizona Retirement Plans and Benefits	Revision of Existing Policy Revised to combine SPP 502-01, 502-03, 502-04 into one policy, change the title, change “staff” to “employee” throughout the policy, and delete the procedure
SPP 502-03 Arizona Public Safety Retirement System	Deletion of Policy Deleted and combined into SPP 502-01
SPP 502-04 Arizona Optional Retirement Program	Deletion of Policy Deleted and combined into SPP 502-01
<u>SPP 503</u> Tax-Sheltered Plans	Revision of Existing Policy Revised to simplify and consolidate the policy, to add upper and lower limits for salary reduction agreements, to change “staff” to “employee” throughout

	the policy, and to delete the procedure
SPP 504-01 Insurance Coverage	Revision of Existing Policy Revised to combine SPP 504-01, 504-03, 504-04, and 504-07; to change the title; to change “staff” to “employee”; and to delete the procedure
SPP 504-02 Workers’ Compensation	Revision of Existing Policy Revised to eliminate instructions to report to Student Health from the applicability statement, to remove a chart giving specific detail about payments from workers’ compensation and the use of accrued leave, to remove references to a disability expected to continue more than six months, to remove a statement about the position an employee will return to after the leave, and to eliminate the procedure Renumbered from SPP 504-06
SPP 504-03 Basic and Supplemental Life Insurance	Deletion of Policy Deleted and combined into SPP 504-01
SPP 504-04 Long-Term Disability Insurance	Deletion of Policy Deleted and combined into SPP 504-01
SPP 504-05 Short-Term Disability Insurance	Revision of Existing Policy Revised to delete participation in a retirement plan as a requirement for being insured, to specify that two plans exist, to eliminate references to pretaxation of premiums, to change “staff” to “employee,” and to delete the procedure
SPP 504-06 Workers’ Compensation	Deletion of Policy Renumbered to SPP 504-02
SPP 504-07 Unemployment Insurance	Deletion of Policy Deleted and combined into SPP 504-01
SPP 504-08 Payroll Deductions	Revision of Existing Policy Revised to change the name of the policy, to include material from SPP 507 and 508, to change “staff” to “employee,” and to delete the procedure

<p><u>SPP 504-09</u></p> <p>Continuation of Medical/ Dental Insurance Coverage</p>	<p>Revision of Existing Policy</p> <p>Revised to simplify the applicability and the policy, to change “staff” to “employee,” and to delete the procedure</p>
<p><u>SPP 505</u></p> <p>Employee Reduced In- State Tuition</p>	<p>Revision of Existing Policy</p> <p>Revised to change the title, to make applicability more specific, to describe the authority of the Student Fee Payment Office, to change “staff” to “employee,” to eliminate references to tuition waivers, and to delete the procedure</p>
<p><u>SPP 506</u></p> <p>Direct Deposit of Paychecks</p>	<p>Revision of Existing Policy</p> <p>Revised to broaden applicability, to remove a reference to when a paycheck will be in the bank and a reference to length of time from request to reality, to change “staff” to “employee,” and to delete the procedure</p>
<p>SPP 507</p> <p>United States Savings Bonds</p>	<p>Deletion of Policy</p> <p>Deleted and combined into SPP 504-08</p>
<p>SPP 508</p> <p>Credit Union Payroll Deduction</p>	<p>Deletion of Policy</p> <p>Deleted and combined into SPP 504-08</p>
<p>SPP 509</p> <p>Survivor Benefits</p>	<p>Deletion of Policy</p>
<p><u>SPP 510</u></p> <p>Flexible Spending Accounts</p>	<p>Revision of Existing Policy</p> <p>Revised to specify that an employee’s spouse or dependent must meet eligibility requirements to participate in the Dependent Care Spending Account section, to change “staff” to “employee,” and to delete the procedure</p>
<p><u>SPP 602</u></p> <p>University Employee Recognition Program</p>	<p>Revision of Existing Policy</p> <p>Revised to change the name of the program and the names of two awards; to change the criteria, process, and form of award for the President’s Medal for Team Excellence and the President’s Award for Innovation; and to change the purpose and eligibility for the President’s Medal for Team Excellence</p>

<p><u>SPP 701-01</u></p> <p>Sick Leave—General Policy</p>	<p>Revision of Existing Policy</p> <p>Revised to include material from SPP 701-02 and 701-03, to include “any other permanent member of the employee’s household ” in the definition of immediate family, to change “staff” to “employee,” to delete the procedure, and to revise the Leave Request Form</p>
<p>SPP 701-02</p> <p>Sick Leave While on Vacation</p>	<p>Deletion of Policy</p> <p>Deleted and combined into SPP 701-01</p>
<p>SPP 701-03</p> <p>Sick Leave Transfers from other State Agencies</p>	<p>Deletion of Policy</p> <p>Deleted and combined into SPP 701-01</p>
<p><u>SPP 702-01</u></p> <p>Vacation Leave—General Policy</p>	<p>Revision of Existing Policy</p> <p>Revised to permit employees to use accrued vacation leave during the first six months of employment, to add accrual schedules, and to specify that classified staff who resign or are terminated before completing six months of continuous service must use accrued vacation leave prior to the termination date</p>
<p>SPP 702-02</p> <p>Vacation Leave for Classified Staff</p>	<p>Deletion of Policy</p> <p>Deleted and combined with SPP 702-01</p>
<p>SPP 702-03</p> <p>Vacation Leave for Service Professionals and Administrative Staff</p>	<p>Deletion of Policy</p> <p>Deleted and combined with SPP 702-01</p>
<p><u>SPP 702-04</u></p> <p>Compassionate Transfer of Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to clarify the conditions under which an employee may be a recipient, to correct duration of disability from 60 to 45 days, to change “staff” to “employee,” and to delete the procedure</p>
<p><u>SPP 703-01</u></p> <p>Paid University Holidays</p>	<p>Revision of Existing Policy</p> <p>Revised to specify that the university designates holidays, and to number the holidays in chronological order</p>

<p><u>SPP 703-02</u></p> <p>Religious Holidays</p>	<p>Revision of Existing Policy</p> <p>Revised to delete the procedure</p>
<p><u>SPP 704-01</u></p> <p>Voting Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to delete the procedure</p>
<p><u>SPP 704-03</u></p> <p>Jury Duty and Material Witness Service Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to add Leave Request Form</p>
<p>SPP 704-04</p> <p>Release from Duties of Administrative Staff</p>	<p>Deletion of Policy</p> <p>Deleted and combined into SPP 302</p>
<p><u>SPP 704-05</u></p> <p>Bereavement Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to change “staff” to “employee”</p>
<p><u>SPP 704-06</u></p> <p>Administrative Leave of Absence with Pay</p>	<p>Revision of Existing Policy</p> <p>Revised to change the title, to broaden applicability to include service professionals and administrative employees, to include material from SPP 302 and SPP 320, and to change “staff member” to “employee”</p>
<p><u>SPP 705-01</u></p> <p>Extended Leave of Absence</p>	<p>Revision of Existing Policy</p> <p>Revised to specify applicability to 50 percent FTE employees, to remove the requirement for exhausting accrued vacation and sick leave before using extended leave, to require an employee on extended leave to confirm with the supervisor a return-to-work date no later than two weeks before the end of the leave, to specify a 12-month limit for any combination of leaves, to update information about pay and benefits status, to add instructions for payroll processing, and to remove the 150-day limit for service credit purchase</p>
<p><u>SPP 705-02</u></p> <p>Family Leave</p>	<p>Revision of Existing Policy</p> <p>Revised to broaden eligibility to include service professionals, to remove detail about serious health conditions from the “Care of Self or Family Members for Medical Reasons” section, and to delete the procedure</p>
<p><u>SPP 706</u></p>	<p>Revision of Existing Policy</p>

Military Leave	Revised to change “Arizona National Guard” to “Arizona National Guard and Reserve,” to change length of leave from “30 working days” to “30 days,” and to delete the procedure
SPP 707 Absence Reporting	Deletion of Policy
SPP 802 Conflict of Interest for Staff	Revision of Existing Policy Revised to mention that disclosure of substantial interest forms are available in the Office of General Counsel
SPP 803 Commercial Endorsements by Staff	Deletion of Policy Deleted and combined with SPP 813
SPP 804 Private Endorsements by Staff	Deletion of Policy Deleted and combined with SPP 813
SPP 805 Expression of Private Opinions by Staff	Deletion of Policy Deleted and combined with SPP 813
SPP 806 Sales by Staff to the University	Deletion of Policy Deleted and moved to the <i>Purchasing and Business Services Policies and Procedures Manual</i>
SPP 807 Gifts and Gratuities	Deletion of Policy Deleted and combined with SPP 813
SPP 809 Discipline	Revision of Existing Policy Revised to add a second written reprimand as an option for a grave offense
SPP 811 Demotion Process	Deletion of Policy Deleted because SPP 809 covers demotion
SPP 813	Revision of Existing Policy

Code of Conduct for Business Activities	Revised to broaden applicability to include service professionals, to combine highlights from SPP 803, “Commercial Endorsements by Staff,” SPP 804 “Private Endorsements by Staff,” SPP 805, “Expressions of Private Opinions by Staff,” and SPP 807, “Gifts and Gratuities,” and to add a reference to the <i>Purchasing and Business Services Policies and Procedures Manual</i> —PUR 104, “Gifts and Gratuities”
SPP 1002 Termination of Probationary Employees	Deletion of Policy Deleted and combined with SPP 1011
SPP 1005 Involuntary Termination for Cause	Deletion of Policy Deleted and combined with SPP 1011
SPP 1006 Resignation in Lieu of Involuntary Termination	Deletion of Policy Deleted and combined with SPP 1011
SPP 1007 Processing Terminations of Employment	Revision of Existing Policy Revised to remove the exit interview questionnaire and provision of a database as reasons for having exit interviews and to remove HR-Employment’s responsibility for completing the exit interview questionnaire
SPP 1008 Involuntary Termination for Position Abandonment	Deletion of Policy Deleted and combined with SPP 1011
SPP 1010 Termination and Release of Service Professionals During the Appointment Period	Deletion of Policy Deleted and combined into SPP 320
SPP 1011 Involuntary Termination	Revision of Existing Policy Revised to broaden applicability to include classified, service professional, and administrative employees; to add applicable sections on involuntary terminations for each employee by consolidating SPP 1002, “Termination of Probationary Employees,” SPP 1005, “Involuntary Termination for Cause,”

SPP 1006, "Resignation in Lieu of Involuntary Termination," and SPP 1008, "Involuntary Termination for Position Abandonment"

SPP 1102

Record Contents

Revision of Existing Policy

Revised to move the U.S. Immigration and Naturalization Service Employment Eligibility Verification (Form I-9) from the list of items maintained in separate records to the list of items included in the personnel file and to move attendance records from the list of items maintained in separate records to the list of records maintained in the employee's job department

