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**Effective:** 10/1/1998
 

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## **ASU** SPP Manual Revision Notice

Policy	Summary of Changes
<p><a href="#"><u>SPP 002</u></a></p> <p>Definitions</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to combine the definitions for “regular staff” and “regular staff member”; to delete the definitions for “bipolar disorder” and “part-time staff member”; to add definitions for “alternate duty assignment,” “limited employee,” “permanent disability,” “temporary staff member,” and “retirement-eligible employee”; to change “staff” to “employees”; and to insert “regular” as a modifier for “classified employee” and “employee” in selected definitions</p>
<p><a href="#"><u>SPP 201-01</u></a></p> <p>Recruitment/Employment</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to specify that a search committee must include a trained affirmative action representative, who may be a classified, service professional, or administrative employee; to remove a requirement that committee members must reflect diversity by including women and minorities; to specify the minimum size of the committee; and to change references to HR-Employment to HR</p>
<p><a href="#"><u>SPP 201-07</u></a></p> <p>Employment Physical</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability and to change a reference to HR-Employment to HR</p>
<p><a href="#"><u>SPP 201-08</u></a></p> <p>Criminal History Check</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to change the purpose, to include service professionals in applicability, to specify that departments may identify positions for criminal history checks, to require ads for these positions to state that such a check is required, to change references to HR-Employment to HR, and to specify that an outside agency performs criminal history checks</p>
<p><a href="#"><u>SPP 205</u></a></p> <p>Nepotism</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability</p>

<p><a href="#"><u>SPP 206</u></a></p> <p>Postretirement Employment</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability and to change references to HR-Employment to HR</p>
<p><a href="#"><u>SPP 207</u></a></p> <p>Reinstatement</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability</p>
<p><a href="#"><u>SPP 209</u></a></p> <p>New Hire Processing and Orientation for New Employees</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in purpose and applicability and to change references to HR-Employee Development and a reference to HR-Records to HR</p>
<p><a href="#"><u>SPP 213</u></a></p> <p>Reduction in Force</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to state that laid off employees must meet with a representative of the Employee Career Enrichment Program, to specify that employees on the reemployment list “will be considered for an interview” (not “will be interviewed”) if they meet or exceed the minimum qualifications, to note that the six-month reemployment period is uncompensated, and to change the definition of “layoff period”</p>
<p><a href="#"><u>SPP 214</u></a></p> <p>Flexible Employment Program</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories and to change a reference to HR-Benefits to HR</p>
<p><a href="#"><u>SPP 215</u></a></p> <p>Alternate Duty Assignment Program for Temporarily Disabled Employees</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories and to change references to HR-Benefits and HR-Employment to HR</p>
<p><a href="#"><u>SPP 216</u></a></p> <p>Classified Employment Categories</p>	<p><b>Addition of New Policy</b></p> <p>A new policy to define the categories of employment within classified positions</p>
<p><a href="#"><u>SPP 302</u></a></p> <p><i>Conditions of Administrative Service at ASU</i></p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to delete the definitions for “board,” “president,” and “notice of appointment” and to add a section on reclassification or</p>

	transfer to a classified position
<a href="#"><u>SPP 303</u></a> Probationary Period	<b>Revision of Existing Policy</b> Revised to make the policy applicable to those transferring from or reclassified from administrative or service professional positions, to add voluntary reassignment as an event affecting the length of the probationary period, and to specify two weeks' pay as an option for release during the probationary period
<a href="#"><u>SPP 304</u></a> Medical Examinations	<b>Revision of Existing Policy</b> Revised to include service professionals in applicability
<a href="#"><u>SPP 306</u></a> Work Schedules	<b>Revision of Existing Policy</b> Revised to add "regular" as a modifier for employment categories and to delete "exempt" as a restriction on employees who may use flexplace and telecommuting as alternate work arrangements
<a href="#"><u>SPP 309-01</u></a> Classified Employee Performance Evaluation	<b>Revision of Existing Policy</b> Revised to add "regular" as a modifier for employment categories and to delete two steps from the procedure
<a href="#"><u>SPP 309-03</u></a> Nonprobationary Classified Employee Performance Evaluation Appeal	<b>Revision of Existing Policy</b> Added "regular" as a modifier for classified employees
<a href="#"><u>SPP 310</u></a> Hiring Forms	<b>Revision of Existing Policy</b> Revised to include service professionals in applicability
<a href="#"><u>SPP 311</u></a> Participation on University-Sponsored Committees	<b>Revision of Existing Policy</b> Revised to include service professionals in applicability and to change a reference to Human Resources-Employee Relations to HR
<a href="#"><u>SPP 312</u></a> Employment Outside ASU	<b>Revision of Existing Policy</b> Revised to include service professionals in applicability

<p><a href="#"><u>SPP 314</u></a></p> <p>Labor Union Membership</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability</p>
<p><a href="#"><u>SPP 315</u></a></p> <p>Drug-Free Workplace Requirements</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability and to change a reference to Human Resources-Employee Relations to Human Resources</p>
<p><a href="#"><u>SPP 316</u></a></p> <p>“Whistle-Blowing” and Personnel Actions</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in purpose and applicability</p>
<p><a href="#"><u>SPP 320</u></a></p> <p><i>Conditions of Service Professional Service at ASU</i></p>	<p><b>Revision of Existing Policy</b></p> <p>Added a section called “Reclassification or Transfer to Classified Position”</p>
<p><a href="#"><u>SPP 321</u></a></p> <p>Drug and Alcohol Testing for Commercial Vehicle Drivers and Mechanics</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to mention the role of the HR alcohol/drug testing coordinator (ADTC), to specify that the six tests required in 12 months for an employee who tested positive must be randomly administered, to specify that an employee requesting a retest will be placed on leave with pay until the results are known, and to specify that departments must supply manuals to covered employees</p>
<p><a href="#"><u>SPP 401</u></a></p> <p>Determination of Employment Category</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability; to add a definition for service professional employees; to specify that, if an employee accepts a new employment category, all forms and conditions of the new category will be accepted; and to delete the procedure</p>
<p><a href="#"><u>SPP 403–05</u></a></p> <p>Transfer</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 403–06</u></a></p> <p>Voluntary Reassignment</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>

<p><a href="#"><u>SPP 403-07</u></a></p> <p>Demotion</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 403-08</u></a></p> <p>Salary Adjustments</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to specify that an employee must have a current performance rating of satisfactory or above to be eligible for a salary adjustment and that a performance increase for a classified employee may not exceed the maximum of the assigned pay range, and to change references to HR-Compensation to HR</p>
<p><a href="#"><u>SPP 404-01</u></a></p> <p>Assignment to Special Duty</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability, to change references to HR-Compensation and HR-Records to HR, to clarify how compensation for special duty is determined, and to delete the procedure</p>
<p><a href="#"><u>SPP 406</u></a></p> <p>Performance-Based Incentives</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to specify applicability to regular, classified, service professional, and administrative employees; to change a reference to Human Resources-Compensation to Human Resources; and to change “all full-time” to “applicable” employees in the unit</p>
<p><a href="#"><u>SPP 501-01</u></a></p> <p>Participation in a Retirement Plan</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to simplify applicability to “regular and retirement-eligible employees”</p>
<p><a href="#"><u>SPP 504-01</u></a></p> <p>Insurance Coverage</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to change applicability to regular classified, service professional, and administrative employees</p>
<p><a href="#"><u>SPP 504-05</u></a></p> <p>Short-Term Disability Insurance</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to change applicability to regular classified, service professional, and administrative employees</p>
<p><a href="#"><u>SPP 504-08</u></a></p> <p>Payroll Deductions</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to change applicability to regular classified, service professional, and administrative employees</p>

<p><a href="#"><u>SPP 505</u></a></p> <p>Employee Reduced In-State Tuition</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to specify regular classified, service professional, and administrative employees as applicable employment categories</p>
<p><a href="#"><u>SPP 510</u></a></p> <p>Flexible Spending Accounts</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to change applicability to regular classified, service professional, and administrative employees</p>
<p><a href="#"><u>SPP 604</u></a></p> <p>Employee Assistance Program</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 701–01</u></a></p> <p>Sick Leave—General Policy</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories, to change the cash payment for accrued sick leave at retirement from payment for 1,000 hours to payment for 500 hours, to add detail about the payment schedule and related information, and to add a source</p>
<p><a href="#"><u>SPP 702–01</u></a></p> <p>Vacation Leave—General Policy</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories and to add a provision for compensating terminated probationary staff who have accrued vacation</p>
<p><a href="#"><u>SPP 702–04</u></a></p> <p>Compassionate Transfer of Leave</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories and to add as a condition for transfers that all requests for compassionate transfer of leave are subject to the employing department’s availability of funds</p>
<p><a href="#"><u>SPP 703–01</u></a></p> <p>Paid University Holidays</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 704–02</u></a></p> <p>Emergency Leave</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories and to change “staff” to “employees”</p>

<p><a href="#"><u>SPP 704-03</u></a></p> <p>Jury Duty and Material Witness Service Leave</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 704-05</u></a></p> <p>Bereavement Leave</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 704-06</u></a></p> <p>Administrative Leave of Absence with Pay</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories</p>
<p><a href="#"><u>SPP 705-01</u></a></p> <p>Extended Leave of Absence</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for employment categories and to change references to HR-Payroll to HR</p>
<p><a href="#"><u>SPP 706</u></a></p> <p>Military Leave</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to change the allowable time for military leave from “30 days in any two consecutive calendar years” to “30 working days in any two consecutive calendar years”</p>
<p><a href="#"><u>SPP 801</u></a></p> <p>Staff Conduct and Work Rules</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to include service professionals in applicability and to include threatening or committing acts of intimidation or violence as inappropriate conduct</p>
<p><a href="#"><u>SPP 809</u></a></p> <p>Discipline</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to add “regular” as a modifier for classified employees</p>
<p><a href="#"><u>SPP 810</u></a></p> <p>Suspension/Demotion/ Involuntary Termination Hearing</p>	<p><b>Revision of Existing Policy</b></p> <p>Revised to delete administrative employees from applicability; to add “regular” as a modifier for classified employees; and to change references to HR-Employee Relations, HR-Records, and HR-Employment to HR</p>
<p><a href="#"><u>SPP 814</u></a></p> <p>Violence in the Workplace</p>	<p><b>Addition of New Policy</b></p> <p>A new policy prohibiting acts of intimidation, threats of violence,</p>

and acts of violence in the workplace

**SPP 901**

Grievance Process

**Revision of Existing Policy**

Revised to delete “hired to work 50 percent FTE or more” as a modifier for administrative employees in Applicability section, to change references to HR-Employee Relations to HR, to change part of Step 5 in the procedure from “If the grievant disagrees with the ombudsperson’s determination, the grievant may terminate mediation and file the complaint within 10 days with the University Grievance Committee” to “. . . the grievant may pursue an informal grievance,” and to include assigned work schedules as a nongrievable claim

**SPP 904**

University Ombudsperson  
Committee Guidelines

**Revision of Existing Policy**

Revised to state that, if the ombudsperson terminates mediation, the complainant may then follow the information grievance procedure and to state that “if mediation has been completed and the grievant disagrees with the ombudsperson’s determination, the grievant may initiate the formal grievance procedure within 30 days of receipt of an ombudsperson’s report, if the matter is grievable.”

**SPP 1007**

Processing Terminations of  
Employment

**Revision of Existing Policy**

Revised to change the purpose; to change “staff” to “employees”; to suggest, rather than require, an exit interview; to specify that supervisors are responsible for completion and return to HR of the Checklist for Terminating Employees; to add a section about the termination of limited employees; to delete the four classifications of termination (resignation, retirement, discharge, and reduction in force) and the specific termination procedure associated with each; and to update the general procedure

**SPP 1011**

Involuntary Termination

**Revision of Existing Policy**

Revised to add “regular” as a modifier for classified employees, to specify that accrued unused vacation leave must be taken during the notice period, to add an exception that employment may be terminated at any time during the employee’s appointment period without advance notice, to state that an employee terminated for cause will be paid two weeks’ salary from the first day of the notification of intent to terminate, to include reduction in force as a reason for involuntary termination, to add a cross-reference, and to change references to HR-Employee Relations to HR

**SPP 1101**

**Revision of Existing Policy**

Official Personnel Records— General Policy	Revised to include service professionals in applicability and to change reference to HR-Records to HR
<a href="#">SPP 1103</a>  Access to and Release of Official Personnel Records Information	<b>Revision of Existing Policy</b>  Revised to include service professionals in applicability and to change a reference to the Records Section to HR
<a href="#">SPP 1104</a>  Job References	<b>Revision of Existing Policy</b>  Revised to include service professionals in applicability

