

Operating Procedures

Running a university takes a lot of moving parts, and we're here to help it all run smoothly. This page is your go-to guide for operating procedures that keep our campus humming, from everyday processes to those occasional "wait, how do I...?" moments. Whether you're onboarding a new team member, managing departmental workflows, or just brushing up on best practices, you'll find clear steps, helpful resources, and everything you need to keep things on track.

Human Resources Operating Procedures:

- [Concurrent Employment Operating Procedure](#)
- [Graduate Assistantships](#)
- [Identification Cards](#)
- [Educational Benefits](#)
- [Early Retirement](#)
- [Employment Practices](#)
- [Nepotism Operating Procedure](#)
- [Payroll Services: Payroll Check Distribution](#)
- [Catastrophic Leave Program Operating Procedure](#)
- [Equal Employment Opportunity](#)
- [Payroll Services: Time Reports](#)
- [Work Schedules Operating Procedure](#)
- [Payroll Services: Pay Periods - General Operating Procedure](#)
- [Payroll Services: Pay Periods - Interim & Summer Session Operating Procedure](#)
- [Payroll Services: Pay Periods - Additional Payments to Faculty Operating Procedure](#)
- [Employee Transfers and Terminations](#)
- [Employee Benefits - Miscellaneous Operating Procedure](#)
- [Extra Compensation Operating Procedure](#)
- [Life Passes Operating Procedure](#)
- [Retiree Unused Sick Leave Compensation Operating Procedure](#)
- [Release Time for Fitness Purposes](#)
- [Leave for Participation of Your Children's Education Activities](#)
- [Staff Development Operating Procedure](#)
- [Professional Development Plan Operating Procedure](#)

- [Permanent Residency Operating Procedure](#)
 - [Modified Summer Work Schedule Operating Procedure](#)
 - [Annual Leave Policy \(ASU System Policy\)](#)
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System Policies & Other Procedures

- [Administrative Grievance System Policy](#)
- [Alcohol System Policy](#)
- [Background Checks System Policy](#)
- [Check-Out \(Offboarding\) System Policy](#)
- [Child Maltreatment Reporting System Policy](#)
- [Conflict of Interest or Conflict of Commitment System Policy](#)
- [Distribution of Information Regarding Sex Offenders System Policy](#)
- [Drug-Free Workplace System Policy](#)
- [Emeritus Status System Policy](#)
- [Employee Debt Collection](#)
- [Freedom of Expression System Policy](#)
- [FLSA Time & Attendance Operating Procedure](#)
- [Inclement Weather Operating Procedure](#)
- [Leave of Absence Operating Procedure](#)
- [Maximum Working Hours Operating Procedure](#)
- [New Account Creation Operating Procedure](#)
- [New Hire and Annual Employee Training System Policy](#)
- [Persona Non Grata System Policy](#)
- [Retirement: Access to Retirement Accounts by Full-Time Employees System Policy](#)
- [Retirement: Access to Retirement Account Due to Hardship System Policy](#)
- [Early Retirement Benefits System Policy](#)
- [Smoke-Free Campus Operating Procedure](#)
- [Student Worker Operating Procedure](#)
- [Telecommuting System Policy](#)
- [Weapons System Policy](#)

Questions regarding Operating Procedure or System Policy? For assistance or questions regarding Operating Procedures or System Policies, please contact the [Human Resources](#) department.

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