

**Minutes from the Classified Council Meeting Held:  
Wednesday, February 4, 2009**

The following questions were discussed at the meeting for clarification through the Human Resource office. These questions are concerning the updates needed to the Classified Handbook for 2009.

- Sick Bank
  - Is there a cap on how many sick bank hours a person can use?
  - When a person uses sick bank hours are they responsible to repay those hours?
  - Who is on sick bank committee and how are they appointed and by whom?
  - How long does a committee member serve and are there a certain number of members from different departments (pro-tech, classified, faculty)
- Retaliation Policy
  - Classified Handbook needs to include what is on TBR website in its entirety.
  - If you feel that retaliation has been taken against you who is appointed the “investigator” of these matters?
  - What proof would be necessary to prove retaliation has been taken against you?
- Grievance Policy
  - Who would you file a grievance with if the issue is concerning the HR department?
  - Who is on the Grievance Committee and are they elected by the President?
  - Of the pool of 25 members serving on this committee, how are the 5 committee members chosen for review of a specific case?
- General Questions
  - If the Classified Council requests a revision to the handbook, and the revision is denied what would be some of the reasons for that to occur? And whom could that be discussed or appealed to?
  - There is not a smoking policy in the Classified Handbook. The council feels there should be a policy or regulations to clarify when and where employees are allowed to smoke. What about smokeless tobacco?

***If any member of council or Classified employee notices a question discussed in the meeting that has been omitted or if you have thought of something you would like addressed with HR Please let Tracy Gunn, Chair know what these are by Friday Feb.13<sup>th</sup>. At that time the questions will be submitted to Leah Grey for review.***

