

WHERE CAN I FIND MORE
INFORMATION?

Visit our web site at: www.unr.edu/sec. If you have questions, suggestions, or information affecting classified personnel, please contact a council member, or email the council at sec@unr.edu. You are always welcome to attend council meetings, held on the third Tuesday of each month.



STAFF EMPLOYEES' COUNCIL
UNIVERSITY OF NEVADA, RENO/1003
RENO, NV 89557-1003

The University of Nevada, Reno is an
Equal Opportunity/Affirmative Action,
ADA Institution

2008

● STAFF
EMPLOYEES'
COUNCIL



University of Nevada, Reno

WHAT IS THE SEC?

The Staff Employees' Council (SEC) represents classified employees at the University of Nevada, Reno. The council serves in an advisory capacity to the President of the university with respect to all matters pertaining to classified personnel and employee relations. The council is a part of University campus-wide governance, however, and cannot be involved in individual appeals relating to disciplinary or classification matters nor formal appeals or hearings.



SEC has over 30 members who are

elected by popular vote to a three year term. Each summer, ballots listing eligible employees are sent to all classified employees in each division with vacancies. The top three names for each opening are submitted to the President for approval.

HOW CAN I PARTICIPATE?

SEC holds monthly meetings, providing a forum for employees concerns and as a means of disseminating information. Meetings are held at 2:00 PM on the third Tuesday of every month, usually in the Melton Media Center in the Reynolds School of Journalism. Meetings are open to all classified employees.

Each Spring SEC holds an Open House. All university employees are welcome to come and learn more about SEC and other university programs and meet campus and off campus vendors.

Later in the spring, an annual Awards Luncheon is held to honor and recognize classified staff that are retiring or for years of service.

CLASSIFIED EMPLOYEE OF THE YEAR AWARD SEC accepts nominations for the prestigious "Employee of the Year" award each spring. The recipient of this award is presented with a plaque and a check for \$1,000 at the annual University "Honor the Best" ceremony held in May.

SEC AND THE UNIVERSITY

SEC has several committees which represent the interests of classified staff such as: Employee Recognition, Educational Growth and Development, Open House, and Annual Awards Luncheon. SEC representatives are also present on most university committees such as: Arboretum Board, Affirmative Action, ASUN, Disability Resources Coalition, Facilities Planning and Management, Parking and Traffic, Student Services Food/Retail Dining and Catering, Safety, and the Work and Family Task Force. In addition, SEC also appoints a non-voting representative to attend Faculty Senate meetings.

