

Standard Administrative Procedure

33.05.02.N0.01 – Employee Training

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Summary

Training for employees is intended to create a high-performing workforce. The following document pertains to required training as outlined by The Texas A&M University System (A&M System) and Texas A&M Engineering Extension Service (TEEX). Specifically, TEEX training refers to agency training that has been deemed as required for an employee's classification, position, duties, and/or function. An employee's division and/or department is responsible for identifying, monitoring, paying, etc. for any licensure or certification. This document also provides an overview of employee professional development and training records responsibilities on the part of TEEX, the employee, and supervisors of employees. For more detailed guidance on employee training, refer to the TEEX Employee Training Guidelines.

Definitions

Budgeted employee – any employee whose position was created to fill a labor need that is utilized at least 20 hours per week up to 40 hours per week and the continued employment is for a term of at least 4 1/2 months.

Fiscal year – period beginning September 1 and ending August 31.

Student employee – an employee whose position requires a student status as a condition of employment. Employees in these positions have a primary responsibility of being a student.

Supervisor – an employee that has a Supervisory Organization in Workday.

Temp/casual (Wage) employee – any employee whose position was created to accommodate temporary labor needs, such as work of an intermittent nature or having a brief, fixed duration. These positions are not guaranteed any set number of hours at any time and are typically ineligible for benefits.

Section 1. Required Training

1.1. The A&M System has established a list of required training courses with initial and refresher cycles that must be completed by all employees by the listed due date.

1.1.1. See the TEEX Employee Training Guidelines for The A&M System required courses as well as the established maximum time that may be reported for each course.

1.2. At an agency level, TEEX reserves the right to require training courses based on the employee's job classification, job duties, position, function, and/or other agency needs (e.g., New Employee Orientation, Supervisor Orientation, TEEX Agency Culture Orientation, Leadership Essentials, Hazard Communications, Instructor Basics, etc.)

1.2.1. Training may be of various lengths and delivered in various formats to include but not limited to blended, face-to-face, live instructor-led online, hybrid, and synchronous or asynchronous online learning.

1.3. Employees are responsible for completing all assigned training no later than the listed due date or within the specified timeframe (e.g., within 30, 60, or 90 days).

1.4. Failure to complete assignments by the listed due date or within the specified timeframe may result in disciplinary action up to and including termination.

1.5. Assignment extensions may be granted in extenuating circumstances.

1.5.1. Extensions must be requested in writing and approved by a training and development designee prior to the listed due date or end of the specified time frame.

1.5.1.1 Extenuating circumstances include but are not limited to military deployment, employees who are on concurrent leave that falls within the Family and Medical Leave Act (FMLA), natural or man-made disasters that directly impact the employee, and incapacitating injuries where the employee is not physically able to complete training. For more information on extensions, please refer to the TEEX Employee Training Guidelines.

1.6. The agency must pay all employees (i.e., budgeted, temp/casual, and student employees) for time spent, up to an established maximum, for completing required training.

1.6.1. Funds for payment are the responsibility of the employee's respective division or department.

1.6.2. See the TEEX Employee Training Guidelines for the maximum billable hours allowed per required A&M System or TEEX training.

1.6.2.1. Because additional training may be required based on an employee's classification, position, job duties, or function, the established maximum time to complete all required training will vary.

Section 2. Professional Development

2.1. Employees and supervisors are encouraged to work together to identify professional development training opportunities that will enhance the employee's ability to perform the duties of their current position and/or prepare the employee for their next level position.

2.1.1. Human Resources provides training on competencies throughout the fiscal year that can be used by large employee groups (i.e., supervisors, individual contributors, etc.). A calendar is released each fiscal year.

2.1.2. Any HR-sponsored training requires three weeks' cancellation notice to fill seats. If unable to fill vacated seats, the employee's program may be held responsible for the cost of that seat unless the employee is out on sick leave.

- 2.1.3. Training specific to an employee's role is the responsibility of the employee and the supervisor to discuss and agree upon the required competencies and/or hours of development, each fiscal year, typically during the annual performance review.
- 2.2. Funding sources for training fees, travel expenses, salary, etc. should be discussed between employees and supervisors and determined prior to the training start date.
 - 2.2.1. HR-sponsored training fees are paid for by the Training and Development fiscal year budget (see 2.1.2 for cancellation policy), any training above and beyond the HR-sponsored offerings will be funded by the employee's program/division/department.
 - 2.2.2. The salary of the employee while attending any training (HR-sponsored or above and beyond HR offerings), as well as the allotted time to attend professional development opportunities will be the financial responsibility of the employee's program.

Section 3. Training Records

- 3.1. Employee training records will be stored in a digital format, at minimum, by Human Resources and will be available in digital format upon request.
- 3.2. In general, The A&M System or TEEX Human Resources required, or sponsored training will be recorded in the employee's training record by TEEX. The employee will not need to record the completion of this training in the learning management system.
- 3.3. Employees are responsible for recording completed training (e.g., class) or other professional development activities (e.g., conference attendance, reading of book or article) that are not required or sponsored by The A&M System or TEEX Human Resources. Refer to the TEEX Employee Training Guidelines for more details on how to do this.
 - 3.3.1. The employee's supervisor is responsible for reviewing the employee's recorded training or professional development activities in the appropriate learning management system and acting upon any pending entry.
 - 3.3.1.1. The supervisor may request documentation from the employee to provide authenticity of training or professional development activities (e.g., certificate of completion, course agenda, conference attendance documentation, etc.) if needed.
 - 3.3.2. During the annual evaluation period, each fiscal year, employees are encouraged to review their training transcript to ensure all training and professional development activities have been accounted for. Anything not accounted for should promptly be recorded in the appropriate learning management system.

Quality Assurance Measures

Human Resources continuously monitors the implementation of this SAP and will adjust as needed if new requirements are put forth by the Texas A&M University System. For questions regarding training and professional development, reach out to the Training and Development team at training.development@teex.tamu.edu.

Related Statutes, Policies, or Requirements

[TAMUS Regulation 33.05.02 – Required Employee Training](#)

Appendix

[TEEX Employee Training Guidelines](#)

Office of Responsibility

Human Resources

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