

Employee Training and Development

Original Implementation: January 28, 2003

Last Revision: July 27, 2021

Purpose

This policy affirms that the university is committed to provide training opportunities to faculty and staff within the availability of funds and as authorized under the State Employees Training Act, and additional development opportunities. Such training and development shall be aimed at the needs of the individual employee and the university. Training and development will be offered to improve personal and professional growth and to prepare the employee for assuming jobs of greater responsibility.

General

It is the goal of the university to promote professional and personal growth and learning opportunities that support lifelong learning and assist individuals in working effectively together within their departments and throughout the university community. Training and development will assist the university community in adapting to change, increasing productivity, and improving the quality of the work environment and the employees' relations with each other. Training and developmental opportunities are considered important to the enhancement of employment. Employees may receive a reasonable amount of time to attend training and professional development activities. Employees are not required to use paid leave in order to participate in approved training or developmental opportunities during normal work hours.

Employee Training Program

The State Employees Training Act permits the university to use public funds for training programs related to either current or prospective duty assignments. The university has established regulations and guidelines for three areas of training and development. The three areas are:

1. **In-Service Training Program:** Training which is provided within the university to support the continued professional and personal growth of all employees in their work. Special training emphasis is made in the areas of service excellence, diversity, communication, and effective management. In-service training includes required compliance training, on-the-job training, preparation for job assignment, and continuing training programs which are basically job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase the employees' level of competence.
2. **Out-of-Agency Staff Development Program:** Education or training authorized by the university for selected employees. Training may consist of workshops, seminars, institutes, training sessions, college courses (with or without academic credit) and other special programs or activities offered internally by departments of the university, or outside the university by another source within or outside the state of Texas.

If the training is paid for by the university, and during the training period the employee does not perform their regular duties for three (3) months or more, the employee must work for the agency following the training for at least one (1) month for each of the training periods or repay the university for the cost of the training and salary.

The university shall require the employee to agree in writing to comply with the above requirements before the training begins. The university's Board of Regents, through action in an open meeting, may waive the requirements prescribed above and release the employee from the obligation if such action is in the best interest of the university or is warranted because of an extreme personal hardship suffered by the employee.

3. Internship Training Program: The type of learning experience which can be obtained only through actual work experience.

The following individuals are authorized to approve participation in the training and development program:

1. In-Service Training Program: Immediate supervisor and/or department head
2. Out-of-Agency Staff Development Program: Immediate supervisor, department head, dean or director
3. Internship Training Program: Department head, dean or director, vice president, and president

Training Responsibilities

Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:

- providing employees on-the-job training in the proper performance of tasks,
- providing a climate in which training and development of employees is encouraged,
- integrating an employee's growth and development needs with the goals and objectives of the university,
- ensuring that employees complete all required compliance training in established timeframes; and
- completing surveys and providing information to human resources that identifies required and other appropriate trainings for their employees.

Professional Development Organizations

Employees may participate in organizations with a primary purpose of providing professional development opportunities for faculty and staff that are authorized by the university. Participation in these organizations may include attendance at meetings (e.g. scheduled meetings, committee meetings, or meetings open to all members called outside of the regularly scheduled meetings), organization-sponsored events, workshops, training, or personal and/or professional growth opportunities that occur during an employee's work hours.

Employees may obtain approval to participate in professional development organizations with

written approval of the immediate supervisor. Employees remain responsible for all assigned duties and approval may be rescinded in the supervisor's lawful discretion.

Cross Reference: State Employees Training Act, Tex. Gov't Code §§ 656.041-.104; Lumberjack Education Assistance Program (12.5)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

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January 30, 2018
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