

SAP 33.05.02.T0.01 Required Employee Training



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Revised: March 2, 2015
Next Scheduled Review: March 2, 2020

Procedure Statement

Tarleton State University (Tarleton) recognizes the need to assign specific training requirements to its employees in support of implementation of system and regulatory requirements, and employee development.

Reason for Procedure

This Standard Administrative Procedure (SAP) the process for determining new and ongoing training requirements for employees.

Procedures and Responsibilities

1. GENERAL
 - 1.1 Required training may be mandated by federal or state government, the system, or Tarleton.
 - 1.2 Employees may also be required by their department heads and supervisors to complete training based on their job duties.
 - 1.3 All employees are expected to complete required training and retraining within the guidelines of System Regulation *33.05.02, Required Employee Training*.
 - 1.3.1 Required training should be completed within 30 days of hire.
 - 1.3.2 Refresher training should be completed on or before the assigned training's due date.
 - 1.3.3 New required training should be completed within the due date assigned.
 - 1.4 Extenuating circumstances may prevent an employee from completing the required training within the time frame specified. In those cases, the supervisor should be made aware of the circumstances prior to the due date and approve a delayed completion date with the employee and Employee Services Department.

1.5 Continued failure to complete required training may be considered reason for employee discipline, including dismissal.

2. NOTIFICATION OF REQUIRED TRAINING

2.1 The Employee Services is responsible for:

- a. timely notification of training assignments to employees;
- b. monitoring and tracking of timely completion;
- c. maintaining the official training record.

3. APPROVAL PROCESS FOR ASSIGNING OR CHANGING REQUIRED TRAINING

3.1 System-required training is approved in accordance with System Regulation 33.05.02, *Required Employee Training*.

3.2 Responsible Tarleton offices may require training for employees with job duties in areas under their purview. For example, the Risk Management and Compliance Department may require specific employees to complete Campus Security Authorities training due to their job responsibilities.

3.3 Requests for new university-required training that affect more than one division (Student Life, Academic Affairs, etc.) of the university, other than those covered in section 3.2, will be managed through the Employee Services Department.

3.3.1 Requests for university-required training should address:

- Purpose of the training
- Organizations affected
- Expected length of training
- Qualification or refresher training requirements and frequency
- Justification for requiring all university employees to complete the training

3.3.2 The Employee Services Department will assess these requests and provide a recommendation to the appropriate vice president. If more than one division is affected, a recommendation will be made to the Executive Leadership Cabinet. The Executive Leadership Cabinet must grant approval of the training content before the training may be initiated.

3.3.3 The president's approval is required for any new university-wide required training.

3.4 Deletion of university-required training requirements will follow the same process as adding new training requirements.

- 3.5 A vice president or equivalent may assign additional required training to the employees in his or her division as is deemed appropriate.
- 3.6 Supervisors may assign additional training as appropriate to their employees.

4. RESOURCES

- 4.1 Step by step instructions for accessing and completing required training is available on the Tarleton Employee Services web site.
 - 4.1.1. Single Sign On Log-On Instructions
 - 4.1.2. On-Line Training Instructions
- 4.2 Request for Required Training form is available at:
<http://www.tarleton.edu/~hr/Forms/>

Related Statutes, Policies, or Requirements

Supplements System Regulation [*33.05.02 Required Employee Training*](#)

Contact Office

Employee Services Department
254.968.9128