SAP 33.05.02.T0.01   Required Employee Training

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Procedure Summary

Tarleton State University (Tarleton or university) recognizes the need to assign specific training requirements to its employees in support of implementation of system and regulatory requirements, and employee development. This standard administrative procedure (SAP) supplements The Texas A&M University System (system) Regulation 33.05.02, *Required Employee Training*, and outlines the process for determining new and ongoing training requirements for employees at Tarleton.

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 all required and refresher training within federal and state requirements and the guidelines of System Regulation *33.05.02, Required Employee Training*, and this SAP.

        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 on or before 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.

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

2. NOTIFICATION OF REQUIRED TRAINING

2.1 Employee Services is responsible for:

   a. timely notification of training assignments to employees;

   b. monitoring and tracking of timely completion; and

   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.

3.3 Requests for new university-required training that affect more than one division of the university, other than those covered in section 3.2, will be managed through the Employee Services.

   3.3.1 Requests for university-required training should address:

   - purpose of the training;
   - organizations affected;
   - expected length of training;
   - requalification or refresher training requirements and frequency; and
   - justification for requiring all university employees to complete the training.

   3.3.2 Employee Services 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   Information on accessing and completing required training is available on Employee Services' Training and Development webpage.

4.2   The university's Request for Required Training form is available on Employee Services' Forms webpage.

Related Statutes, Policies, or Requirements

System Regulation *33.05.02 Required Employee Training*
Employee Services' Training and Development webpage

Contact Office

Employee Services
254.968.9128