

# TEXAS A&M INTERNATIONAL UNIVERSITY™

## Rule

### 33.05.02.L1 Additional Employee Training Required by TAMIU

**First Approved:** February 18, 2014

**Last Updated:** February 18, 2014

**Next Schedule Review:** February 18, 2016

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

#### 1. GENERAL

The purpose of this Rule is to define training that is required by federal or state government or agencies, The Texas A&M University System (TAMUS), or Texas A&M International University (TAMIU), as well as to define the process for requesting new TAMIU-required training.

#### 2. REQUIRED TRAINING

2.1 Training may be mandated by federal or state government or agencies, TAMUS, or TAMIU.

2.2 Training required by federal or state government or agencies and TAMUS is assigned in accordance with [System Policy 33.05, Employee Training](#) and [System Regulation 33.05.02, Required Employee Training](#). All employees are expected to complete required training and re-training as prescribed by this policy and regulation.

2.3 Training required by TAMIU covers important topics that may pertain to safety, risk management, and administrative/managerial best practices. These required trainings are reviewed and approved by the President before they are assigned to employees. The assignment of approved trainings on TrainTraq is managed by the Office of Human Resources (HR).

2.4 Employees may also be required by their department heads and supervisors to complete trainings that are pertinent to the employee's job duties or department operations.

2.5 All required training must be completed by the employee no later than the due date assigned. The allowed exception is for cases of extenuating circumstances such as an approved leave of absence, in which case, the employee must complete the required training promptly upon returning to work.

2.6 An employee who is past due on a required training for 30 days or more from the assigned due date will have Internet access deactivated from their work computer by the Office of Information Technology (OIT). Internet access will be reinstated when the employee completes the required training and notifies HR of having done so. HR will verify training completion and provide OIT with confirmation for reinstatement of the employee's Internet access.

#### 3. NOTIFICATION OF REQUIRED TRAINING

- 3.1 All new employees will be notified of and provided an instructional flyer about required trainings and due dates during new employee orientation conducted by HR, Financial Aid, or the academic department.
- 3.2 Upon assignment of the required training(s) and every 7 days thereafter until the training is completed, TrainTraq will send an automatic email notification for each required training to the employee, with a copy to the supervisor. Notifications will continue until the employee has completed the required training(s).
- 3.3 At least once a month, HR will provide the VP for Finance & Administration (VPFA) reports of employees with pending and past due trainings. The VPFA will, in turn, address past due trainings at VP and/or Executive Council meetings.
- 3.4 In addition, based on the report from HR, the VPFA will provide OIT with a report of employees with training that is 30 days or more delinquent to proceed with deactivation of the employee's Internet access as described in Section 2.6 of this Rule.

#### 4. REQUESTS TO ASSIGN OR CHANGE REQUIRED TRAININGS

- 4.1 HR will manage the assignment or removal/deletion of required training on TrainTraq.
- 4.2 A request to require a training for certain groups or categories of employees will be made by a subject-matter expert via the "Request for Required Training" form. Before proceeding with approvals on the form, the subject matter expert will consult with HR to review feasibility, criteria, and filters for establishing the proposed training assignment.
- 4.3 The "Request for Required Training" form is provided at the end of this Rule.

**Office of Responsibility:** Office of Human Resources

# REQUEST FOR REQUIRING TRAINING

Office of Human Resources



A Member of The Texas A&M University System

**INSTRUCTIONS:** This form should be **fully completed** by a subject-matter expert after a need for University-required training has been identified. Before proceeding with approvals, please consult with the HR Office to review feasibility, criteria, and filters for establishing the proposed training assignment. If you have questions, please contact the HR Office at ext. 2365.

## REQUESTOR CONTACT INFORMATION:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

## INFORMATION ABOUT THE TRAINING TO BE REQUIRED:

Name and Course # of Training (as reflected in TrainTraq):

Reason for making this training a requirement (include statutory basis if any):

Group or category of employees who will be required to take this training (include approximate # of employees affected):

When and how often will these employees be required to take the training (i.e., within 30 days of hire; before being allowed to perform a certain job duty; every X years)?

## APPROVAL SIGNATURES:

X  
\_\_\_\_\_  
Subject Matter Expert/Requestor Signature Date

**Comments/Notes by HR Office:**

X  
\_\_\_\_\_  
HR Representative Signature Date

X  
\_\_\_\_\_  
Appropriate VP Signature Date

X  
\_\_\_\_\_  
President Signature Date