

UP 33.05.02.H0.01: Required Employee Training



Approved: October 29, 2012
Next scheduled review: March 2014

Procedure Statement

The purpose of this procedure is to ensure that all Texas A&M University-Texarkana (A&M-Texarkana) employees complete System required training after being hired and continuing job related training in accordance with System Regulation 33.05.02 - *Required Employee Training on a timely basis.*

Reason for Procedure

This procedure establishes and defines responsibilities as it relates to required training for A&M-Texarkana employees.

Procedures and Responsibilities

1. The Human Resources Training/Benefits Coordinator will perform the following duties:
 - 1.1 Ensure all new and rehired employees are trained on Texas A&M University System required training during the New Employee Orientation or when the two year training expiration notification is sent to the employee;
 - 1.2 Monitor employees who are delinquent in the TrainTraq System for completion and compliance on a monthly basis by sending a systematic email notification of delinquency to employees;
 - 1.3 After 30 days of non-compliance, a system generated email is sent to the employee's immediate supervisor for follow-up and every 30 days thereafter until completion;
 - 1.4 Once delinquent training is completed, the employee shall forward a notification of completion of delinquent training to the Training Specialist; and,
 - 1.5 Provide monthly state mandated delinquent training reports to the Director of Human Resources for upward distribution.
2. Maintenance of Training Records

- 2.1. All System-required training for current employees shall be documented and stored electronically on TrainTraq.
 3. Supervisor/Manager Responsibilities
 - 3.1. Discuss the System-generated non-compliance email with the employee and ensure that all required delinquent training has been completed.
 4. Training will be included as a part of the employee evaluation process.
 5. Failure of the employee to meet System or University required training(s) can result in disciplinary action, up to and including termination.
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Related Statutes, Policies, or Requirements

The A&M System Regulation 33.05.02, *Required Employee Training*:
<http://policies.tamus.edu/33-05-02.pdf>

Contact Office

Office of Human Resources
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