

33.05.02.R0.01 Employee Training

Reviewed March 6, 2024
Next Scheduled Review: March 6, 2029



Procedure Summary

This procedure outlines training required by applicable federal, state, The Texas A&M University System policies and regulation, and East Texas A&M University rules and procedures; and establishes the process that will be followed by all employees.

This rule outlines training requirements by the A&M System in accordance with System Policy *33.05 Employee Training*, and the process for determining new training requirements.

Procedures and Responsibilities

1 GENERAL

- 1.1 Required training may be mandated by federal, state, A&M System policies and regulation, and university rules and procedures.
- 1.2 Additional training may be required based on occupational duties.
- 1.3 Employees are expected to complete required training and periodic retraining as defined in the guidelines established in System Regulation *33.05.02 Required Employee Training*.

2 NOTIFICATION OF REQUIRED TRAINING

- 2.1 New employees are notified of required training upon contact with the Human Resources Department.
- 2.2 TrainTraq sends an automatic email notification of required training to the employee upon assignment.
- 2.3 The Training & Development Office will send notification to the employee's supervisor of training that is 10 days past due.

3 APPROVAL PROCESS FOR REQUIRED TRAINING

- 3.1 Requests for new university-required training should be sent through the Training & Development Office. The Request for Required Training form is available at: <https://dms.tamuc.edu/Forms/TrainTraq>

3.2 All requests for required training shall be routed, reviewed, and submitted to the Vice President for Finance & Administration and the President for approval.

Related Statutes, Policies, or Requirements

System Policy [*33.05 Employee Training*](#)

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

Revision History

Approved August 19, 2013

Revised November 7, 2024 (University Name Update)

Contact Office

Training & Development Office
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