

## 33.05.01 Use of Public Funds for Employee Training or Education

Revised [June 14, 2016](#)

Next Scheduled Review: June 14, 2021

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### Regulation Statement

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State law provides that public funds may be used to provide training and education for state employees, with certain restrictions. This regulation addresses the use of public funds for employee training and education within The Texas A&M University System (system).

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### Reason for Regulation

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This regulation addresses the use of public funds to provide training and education for system employees.

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### Procedures and Responsibilities

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#### 1. GENERAL

- 1.1 The system and its members may use public funds to provide training and education for eligible employees. The training or education must relate to an employee's duties or prospective duties.
- 1.2 Employees may seek training on their own time and at their own expense for any reason. In addition to training or education paid or reimbursed by a member in accordance with this regulation, employees may seek a degree or continuing education under the provisions of System Regulation *31.99.01, Employees Registering as Students*.
- 1.3 When an eligible employee seeks reimbursement for a training or education program offered by an institution of higher education or a private or independent institution of higher education, the member may only pay the tuition expenses for a program course successfully completed by the employee at an accredited institution of higher education. Before an eligible employee may be reimbursed by a member under this section, the member chief executive officer (CEO) or designee must authorize the tuition reimbursement payment.

## 2. RESTRICTIONS ON CERTAIN TRAINING

- 2.1 Training funded by the system or member under this section must relate to an employee's duties following the training. The term "training" under this section includes only training that is not normally received by system employees and that enhances the employee's ability to perform his or her job. This training may include a course of study at a public, private or independent institution of higher education. However, training that is required by state or federal law or that the system or member has determined to be necessary and offered to all employees performing similar jobs is exempt from the requirements of this section.
- 2.2 Tuition reimbursement for nontraditional training, including online courses not credited toward a degree, must be approved by the CEO or designee.
- 2.3 System or member-funded training that is anticipated to result in an employee not performing normal employment duties for three months or more is subject to specific legal requirements. Before the employee receives training, a written agreement between the employee and the system or member must be executed requiring the following conditions:
  - 2.3.1 Following the completion of the training, the employee will work for a period of time equal to no less than one month for each month of the training period; or
  - 2.3.2 The employee will reimburse the member for all costs associated with the training that were paid during the training period, including any salary paid and not accounted for as paid vacation or compensatory time during the training.
- 2.4 The system Board of Regents may, in a public meeting, adopt an order waiving the requirement of Section 2.3 if it is in the best interest of the system or if it is warranted because of extreme personal hardship to the employee.

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### **Related Statutes, Policies, or Requirements**

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[Tex. Gov't Code Ch. 656, Subchs. C and D](#)

[System Regulation 31.99.01, \*Employees Registering as Students\*](#)

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

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

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### **Member Rule Requirements**

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A rule is not required to supplement this regulation.

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**Contact Office**

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