

33.05.02 Required Employee Training

Revised [November 5, 2015](#)

Next Scheduled Review: November 5, 2020

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Regulation Statement

This regulation specifies training required by the chancellor for all employees of The Texas A&M University System (system) and the process for specifying new system-required training for all employees. It also addresses other training that may be required of employees.

Reason for Regulation

This regulation specifies training required by the chancellor in accordance with Policy 33.05, *Employee Training*, and the process for determining new training requirements for all employees.

Procedures and Responsibilities

1. SYSTEM-REQUIRED TRAINING FOR ALL EMPLOYEES

- 1.1 The chancellor has approved the training topics listed in Table 1 (see Appendix section) as required training for all system employees. This training shall be provided as directed in Table 1. System training requirements may also include the distribution of specified system policies.
- 1.2 The chancellor will make approved versions of training that addresses the topics in Table 1 available to employees. Members may request that alternate versions be approved or that existing versions be modified to better meet their employees' needs. The System Office of Budgets and Accounting (SOBA) will maintain a list of approved versions and manage the process of approving alternate versions.
- 1.3 The chancellor will review the list of training topics in Table 1 at least yearly.
- 1.4 Requests for new system-required training for all employees will be managed through SOBA. SOBA will assess these requests and provide a recommendation to the chancellor.
- 1.5 Any new system-required training for all employees must be approved by the chancellor.

2. OTHER REQUIRED TRAINING

- 2.1 Member chief executive officers may develop guidelines to require their employees to complete additional training not specified in this regulation or to complete required training more frequently than is stated in Table 1.
- 2.2 Responsible offices may require additional training not specified in this regulation for employees with job duties in areas under their purview. For example, an office responsible for safety may require employees who may come into contact with blood as part of their job duties to complete training on bloodborne pathogens.
- 2.3 Employees may also be required by their department heads and supervisors to complete training based on their job duties.

3. TRAINING RECORDS

All system-required training shall be documented in the employee's personnel file or stored electronically.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.9337\(c\)](#)

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

[Tex. Lab. Code § 21.010](#)

[System Policy 07.01, *Ethics*](#)

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

[System Regulation 33.05.01, *Use of Public Funds for Employee Training*](#)

Definitions

New employee – a person who has not worked for a system member during the past two years.

Rehire – a system employee who has returned to system employment after a break in service of less than two years.

Member Rule Requirements

A rule is not required to supplement this regulation.

Contact Office

System Office of Budgets and Accounting
(979) 458-6100

Appendix

**TABLE 1
SYSTEM-REQUIRED TRAINING FOR ALL EMPLOYEES**

Required Training Topic	Scope	Required Audience	Training Schedule	Required Policy Distribution
Employment discrimination and sexual harassment	Overview of federal and state laws and system policies and regulations related to employment discrimination, including prevention of sexual harassment.	All system employees	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.	None.
Ethics	Overview of system ethics policies and regulations, common ethics issues that system employees may encounter, and process to report possible ethics violations, including the provisions described in Tex. Educ. Code § 51.9337 (c).	All system employees	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.	All new employees will be provided an electronic or hard copy of the Policy <i>07.01, Ethics</i> , upon employment. The Ethics Policy will be redistributed to employees when revised by the Board of Regents.
Information security awareness	Overview of safe computing and information security practices, related policies and laws, and methods for recognizing and responding to security concerns.	All system employees	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.	None.
Orientation to the system	Overview of system structure and governance and key system policies and regulations.	All <u>new</u> system employees	New employees must complete this training within 30 days of hire.	None.
Reporting fraud, waste and abuse	Overview of methods for identifying and reporting instances of fraud, waste and abuse.	All system employees	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every four years afterward.	None.