



Standard Administrative Procedure (SAP)

33.05.02.L0.01 Additional Employee Training Required by TAMIU

First Approved: February 18, 2014 *(formerly Rule 33.05.02.L1)*
Revised: November 2, 2017
Next Schedule Review: November 2, 2022

Procedure Statement and Reason for Procedure

The purpose of this SAP 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.

Procedures and Responsibilities

1. REQUIRED TRAINING
 - 1.1 Training may be mandated by federal or state government or agencies, TAMUS, or TAMIU.
 - 1.2 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.
 - 1.3 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).

- 1.4 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.
- 1.5 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.
- 1.6 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) as described in Sections 2.3 and 2.4 of this SAP. 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 confirmation for reinstatement of the employee's Internet access.

2. NOTIFICATION OF REQUIRED TRAINING

- 2.1 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.
- 2.2 Upon assignment of the required training(s), and every 7 days thereafter until the training is completed, TrainTraq will send an automated 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).
- 2.3 At least once a month, HR will provide the VP for Finance and 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.
- 2.4 In addition, based on the report from HR, the VPFA will provide OIT a report of employees with training that is past due by at least 30 days to proceed with deactivation of the employee's Internet access as described in Section 1.6 of this SAP.

3. REQUESTS TO ASSIGN OR CHANGE REQUIRED TRAINING

- 3.1 HR will manage the assignment or removal/deletion of required training on TrainTraq.
- 3.2 A request to require a training for certain groups or categories of employees will be made by a subject matter expert via the "Request to Require Training" form which is available at the end of this SAP. 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.

Related Statutes, Policies, Regulations, or Rules

[System Policy 33.05, Employee Training](#)

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

Contact Office

Office of Human Resources, 956-326-2365

REQUEST TO REQUIRE TRAINING

Office of Human Resources



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: _____

Email: _____ 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*