Procedure Statement

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

Reason for Procedure

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, The Texas A&M University System policies and regulation, and Texas A&M University-Commerce 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 Request for new university-required training should be sent through the Training & Development Office. The Request for Required Training form is available at: http://www.tamuc.edu/facultyStaffServices/trainingDevelopment/Documents/mandatedtraining.pdf

3.2 All requests for required training shall be routed, reviewed and submitted to the Vice President for Business & 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

Contact Office

Training & Development Office
903.468.3021