

## Texas A&M University-San Antonio

### 33.05.02.01 Employee Training

Approved: January 2014

Next Scheduled Revision: January 2018

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#### Rule

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In conjunction with System Regulation [33.05.02 Required Employee Training](#), this rule establishes how training will be assigned and completed by Texas A&M University-San Antonio (TAMU-SA) employees.

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#### Reason for Rule

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To ensure all employees and supervisors are aware of training assignments and the requirement to complete before the due date which may vary from A&M System regulation. To inform all employees that other training may be assigned or voluntarily taken.

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1. Texas A&M University-San Antonio (TAMU-SA) will ensure that employees are assigned training based on System Regulation 33.05.02, Required Employee Training and the requirements of their job responsibilities.
  - 1.1. All employees of TAMU-SA will be assigned System Required Training to complete within two weeks of assignment.
  - 1.2. All employees of TAMU-SA will be assigned New Hire Training to complete within two weeks of assignment, but not later than 30 days of hire.
  - 1.3. All supervisors are encouraged to complete the TAMU-SA Supervisor Training Program found in TrainTraq.
  - 1.4. As determined by department supervisors (or higher level managers), additional courses may be assigned to employees based upon their job requirements, special projects, additional duties assigned, or for developmental or remedial purposes. Due dates will vary based upon the immediate need to complete a course; however, every effort will be made to allow at least two weeks to complete assigned courses.
  - 1.5. Training may consist of training developed for TrainTraq or other sanctioned training.
2. Departmental supervisors will monitor TrainTraq for course completion and compliance of assigned training.

3. Human Resources will assign university-required training courses, in conjunction with departmental managers. Training required by third-party credentialing professional bodies such as police associations and academic departments for professional development purposes will be assigned, tracked, and archived by the respective university department heads or designated university appointed officials.
4. The university department heads or designated university appointed officials will notify HR of course completions not offered through TrainTraq. HR will archive the course completions in the employee personnel files.

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Related Statutes, Policies, or Requirements

System Regulation [33.05.02 Reaquired Employee Training](#)

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Contact Office

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