

## 33.05.02 Required Employee Training

Approved February 1, 2008  
Revised September 11, 2008  
Revised June 24, 2009  
Next Scheduled Review: June 24, 2011



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### Regulation Statement

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

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### Reason for Regulation

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

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### Procedures and Responsibilities

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#### 1. SYSTEM-REQUIRED TRAINING

- 1.1 The chancellor has approved the training listed in Table 1 (see Appendix section) as required training for 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 all system-required training available to system employees. System members may request that alternate versions be approved or that existing versions be modified to better meet their employees' needs. The System Office of Planning, Policy and Training will maintain a list of approved versions and manage the process of approving alternate versions.
- 1.3 The chancellor will review the list of system-required training at least yearly.

#### 2. IMPLEMENTATION OF NEW SYSTEM-REQUIRED TRAINING

- 2.1 Requests for new system-required training will be managed through the System Office of Planning, Policy and Training. The System Office of Planning, Policy and Training will assess these requests and provide a recommendation to the chancellor.
- 2.2 Any new system-required training must be approved by the chancellor.

### 3. OTHER REQUIRED TRAINING

- 3.1 System member chief executive officers may develop rules 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.
- 3.2 Employees may also be required by their department heads and supervisors to complete training based on their job duties.

### 4. TRAINING RECORDS

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

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## Related Statutes, Policies, or Requirements

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[Texas Government Code, Chapter 656, Subchapters C and D](#)

[Texas Labor Code, Section 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](#)

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## Definitions

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**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.

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## Contact Office

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The System Office of Planning, Policy and Training  
(979) 458-7007

## Appendix

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

| <b>Required Training Topic</b>                         | <b>Scope</b>  | <b>Required Audience</b>        | <b>Training Schedule</b>  | <b>Required Policy Distribution</b>  |
|--|---|---------------------------------|---|--|
| <b>Employment discrimination and sexual harassment</b> | 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.  |
| <b>Ethics</b>  | Overview of system Ethics Policy.   | 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. |
| <b>Information security awareness</b>                  | Safe computing and information security practices; related policies and laws; and 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.  |
| <b>Orientation to the system</b>                       | Overview of system structure and governance and key system policies and regulations.  | All <b>new</b> system employees | Within first 30 days of hire.   | None.  |
| <b>Reporting fraud, waste &amp; abuse</b>              | 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.  |