

## 33.05.02.R0.01 Employee Training

Approved August 19, 2013  
Reviewed March 6, 2024  
Next Scheduled Review: March 6, 2029



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### Procedure Summary

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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.

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.

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### Procedures and Responsibilities

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#### 1 GENERAL

- 1.1 Required training may be mandated by federal, state, The Texas A&M University System policies and regulation, and A&M-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: <https://dms.tamuc.edu/Forms/TrainTraq>

3.2 All requests for required training shall be routed, reviewed and submitted to the Vice President for Finance & Administration and the President for approval.

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## **Related Statutes, Policies, or Requirements**

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

System Regulation [\*33.05.02 Required Employee Training\*](#)

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## **Contact Office**

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Training & Development Office  
903.886.5975