**Procedure Statement**

The purpose of this procedure is to ensure that all Texas A&M University-Texarkana (A&M-Texarkana) employees complete System required training after being hired and continuing job related training in accordance with System Regulation 33.05.02 - Required Employee Training on a timely basis.

**Reason for Procedure**

This procedure establishes and defines responsibilities as it relates to required training for A&M-Texarkana employees.

**Procedures and Responsibilities**

1. The Human Resources Training/Benefits Coordinator will perform the following duties:
   1.1 Ensure all new and rehired employees are trained on Texas A&M University System required training during the New Employee Orientation or when the two year training expiration notification is sent to the employee;
   1.2 Monitor employees who are delinquent in the TrainTraq System for completion and compliance on a monthly basis by sending a systematic email notification of delinquency to employees;
   1.3 After 30 days of non-compliance, a system generated email is sent to the employee’s immediate supervisor for follow-up and every 30 days thereafter until completion;
   1.4 Once delinquent training is completed, the employee shall forward a notification of completion of delinquent training to the Training Specialist; and,
   1.5 Provide monthly state mandated delinquent training reports to the Director of Human Resources for upward distribution.

2. Maintenance of Training Records
2.1. All System-required training for current employees shall be documented and stored electronically on TrainTraq.

3. Supervisor/Manager Responsibilities

3.1. Discuss the System-generated non-compliance email with the employee and ensure that all required delinquent training has been completed.

4. Training will be included as a part of the employee evaluation process.

5. Failure of the employee to meet System or University required training(s) can result in disciplinary action, up to and including termination.

Related Statutes, Policies, or Requirements

The A&M System Regulation 33.05.02, Required Employee Training: 
http://policies.tamus.edu/33-05-02.pdf

Contact Office

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