

## 33.05.02.H0.01: Employee Training

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Revised: 2/24/2026  
Next scheduled review: February 2031



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### Procedure Summary

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This procedure implements Texas A&M University System training requirements in accordance with [System Policy 33.05, Employee Training](#) and [System Regulation 33.05.02, Required Employee Training](#), and outlines the process for determining new training requirements at Texas A&M University-Texarkana (A&M-Texarkana).

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### Procedure

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#### 1. GENERAL

- 1.1. Required training may be mandated by federal or state law, Texas A&M University System (TAMUS) policies and regulations, and A&M-Texarkana rules and procedures.
- 1.2. Additional training may be assigned to employees based on their job requirements, special projects, additional duties assigned, or for developmental purposes.
- 1.3. All required training must be completed by the employee no later than the due date assigned. Exceptions may be allowed for extenuating circumstances, such as an approved leave of absence, in which case, the employee must complete the required training promptly upon returning to work.
- 1.4. Training may consist of training developed for TrainTraq or other approved training.
- 1.5. An employee who is past due on required training for 60 days or more from the assigned due date will have their information resources access deactivated by the Information Technology (IT) department at the direction of the Chief Information Officer (CIO). Human Resources (HR) and IT will coordinate reinstatement of the employee's access after training completion records document the completion of all required training.
- 1.6. Completion of required training will be evaluated as part of the performance review process. Failure to comply with System or University training requirements may result in disciplinary action, up to and including termination.

#### 2. NOTIFICATION OF REQUIRED TRAINING

- 2.1. New employees are notified of required training during the hiring process.
- 2.2. Automated notifications of required training are sent to the employee and supervisor upon assignment and periodically thereafter until training assignments are complete.

**3. ASSIGNMENT OF REQUIRED TRAINING & APPROVAL PROCESS**

- 3.1. HR or other designated departments as appropriate will manage the assignment of university-required training courses, in conjunction with the approval process for requested training.
- 3.2. Requests for new university-required training shall be sent through Human Resources. The *Request for Required Training Form* is available in the HR Forms section of the A&M-Texarkana website.
- 3.3. All requests for required training shall be routed to the Executive Vice President for Finance & Administration (VPFA) 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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**Approved:**

Signed by:  
  
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**Ross C. Alexander**  
**President, Texas A&M University-**  
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2/24/2026

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**Date**