# 33.05.02   Required Employee Training

Revised May 18, 2020
Next Scheduled Review:  May 18, 2025
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## Regulation Summary

This regulation specifies training required by the chancellor, in accordance with Policy *33.05*, *Employee Training,* for all employees of The Texas A&M University System (system) and the process for specifying new system-required training for all employees.  It also addresses other training that may be required of employees.

## Definitions

Click to view Definitions.

## Regulation

1.  SYSTEM-REQUIRED TRAINING FOR ALL EMPLOYEES

    1.1   The chancellor has approved the training topics listed in Table 1 (see Appendix section) as required training for all system employees.  This training must 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 training that addresses the topics in Table 1 available to employees.  Members may request that alternate versions be approved or that existing versions be modified to better meet their employees' needs.  The System Office of Budgets and Accounting (SOBA) will maintain a list of approved versions and manage the process of approving alternate versions.

    1.3   The chancellor will review the list of training topics in Table 1 at least yearly.

    1.4   Requests for new system-required training for all employees will be managed through SOBA.  SOBA will assess these requests and provide a recommendation to the chancellor.

    1.5   Any new system-required training for all employees must be approved by the chancellor.

2.  OTHER REQUIRED TRAINING

2.1 Member chief executive officers may develop guidelines 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.

2.2 Responsible offices may require additional training not specified in this regulation for employees with job duties in areas under their purview. For example, an office responsible for safety may require employees who may come into contact with blood as part of their job duties to complete training on bloodborne pathogens.

2.3 Employees may also be required by their department heads and supervisors to complete training based on their job duties.

3. TRAINING RECORDS

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

## Related Statutes, Policies, or Requirements

Tex. Educ. Code § 51.9337(c)

Tex. Gov't Code Ch. 656, Subchs. C and D

Tex. Gov't Code Ch. 2054, Subch. N-1, Cybersecurity

Tex. Lab. Code § 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*

## Member Rule Requirements

A rule is not required to supplement this regulation.

## Contact Office

System Office of Budgets and Accounting
(979) 458-6100

# Appendix

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

| Required Training Topic | Scope | Required Audience | Training Schedule | Required Policy Distribution |
|---|---|---|---|---|
| **Employment discrimination and sexual harassment** | 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. |
| **Ethics** | Overview of system ethics policies and regulations, common ethics issues that system employees may encounter, and process to report possible ethics violations, including the provisions described in Tex. Educ. Code § 51.9337 (c). | 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 *07.01, Ethics*, upon employment. The Ethics Policy will be redistributed to employees when revised by the Board of Regents. |
| **Information security awareness** | Overview of safe computing and information security practices, related policies and laws, and methods for 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 year afterward. | None. |
| **Orientation to the system** | Overview of system structure and governance and key system policies and regulations. | All **new** system employees | New employees must complete this training within 30 days of hire. | None. |
| **Reporting fraud, waste and abuse** | Overview of methods for 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. |

| Required Training Topic | Scope | Required Audience | Training Schedule | Required Policy Distribution |
|---|---|---|---|---|
| **Fiscal Transactions – Preventing Impostor Fraud** | Overview of methods for identifying and preventing impostor fraud to avoid incurring monetary losses. | 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 year afterward. | None. |