EMPLOYEE EDUCATION AND TRAINING

A. Purpose

The purpose of this policy is to provide an education and training program for qualified employees of The University of Texas-Pan American pursuant to the State Employees Training Act and related *Rules and Regulations* of The University of Texas System Board of Regents.

B. Persons Affected

This policy applies to employees and administrators.

C. Policy

1. Job-Related Education and Training

With the permission of their supervisors, qualified University employees and administrators may participate in education and training programs as part of their duties. Further, the University may require administrators or employees to attend, as all or part of their duties, education or training. The education or training program may be used only by eligible employees who meet the qualifications described in subsection C.4 below and must be related to the administrator's or employee's job responsibilities.

a. The education or training program must meet one or more of the following purposes:

i. preparing for technological and legal developments,

ii. increasing work capabilities,

iii. increasing the number of qualified employees in areas designated by the University as having an acute faculty shortage, and

iv. increasing employees' competence.

b. Education and Training programs may include:

i. duty-related college or university classes,

ii. duty-related college or university undergraduate or graduate degree programs,

iii. in-service training and education programs,

iv. out-of-agency (outside) staff development and training programs,

v. internship programs.

2. Use of University Funds to Provide Education and Training for Employees

The University may expend funds as appropriate to pay all or part of the salary, tuition and other fees, travel and living expenses, training stipend, expense of training materials, and other necessary expenses of a participant in a training or education program. Fund expenditure for eligible employees' education and training will be determined by organizational priorities, budgetary constraints, and administrative discretion.

3. Employee Obligation for Education and Training

a. Before a University employee receives education or training paid for by the University and during which the employee will not be performing his or her regular duties for three months or more, the employee must agree in writing, before the training begins, to:

i. work for the University following the training for at least one month for each month of the training period, or

ii. pay the University for all the costs associated with the training that were paid during the training period, including any amounts of the employee's salary that were paid and that were not accounted for as paid vacation or compensatory leave.

b. In order to receive reimbursement, the selected employee must present to the University original receipts for payment for all tuition and required fee charges, grade sheets or other or other official documents showing successful completion of work. For college and university degree programs or courses, successful completion is defined as receiving a grade of "C" or better for undergraduate course work, or a "B" or better for graduate course work. Requests for reimbursement must be made within 30 days of the beginning of each term, semester, or beginning of session.

c. Reimbursement for private college or university education costs will not exceed the cost of comparable courses charged by the nearest state-supported institution of higher education.

4. Employee Eligibility for Education and Training

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a. College or University Classes or Degree Programs

i. Employees will be selected primarily for the benefit of the university, must have the necessary academic qualifications to meet all entrance requirements of the college or university where the course work is provided, and must be able to complete all degree requirements within two years of the date of entry into the program.

ii. Course work must be directly related to a job or job series currently used by the University.

iii. The employee must be scheduled for appointment to a job requiring the degree upon completion of schooling.

iv. The employee must have completed at least five years of service at the University.

v. Employees may enter a college or university degree program only one time.

vi. Selected employees on educational stipend will be considered employees and accrue vacation, sick leave, and other benefits while in student status.

vii. Participation in academic classes or degree programs must be approved by the President or his or her designee, upon recommendation by the appropriate department chair or director, dean, and vice president.

b. In-Service Training and Education Programs

Training will be provided as the individual situation may require. Need for programs will vary according to skills required, the availability of pre-employment training, staffing needs, and the availability of skilled applicants. Employees will be identified, selected, trained, and evaluated according to the needs of the University.

c. Out-of-Agency Staff Development/Training Programs

i. Out-of-agency staff development education and training will be authorized primarily for the benefit of the University.

ii. The training and education must be related to the employee's current or proposed duty assignment during the period of the employee's participation.

iii. The training and education must be approved by the President or his or her

designee, upon recommendation of the appropriate department chair or director, dean, and vice president.

d. Internships

i. Internship education and training authorized by the University will be conducted primarily for the benefit of the University.

ii. Internship training and education must be approved by the President or his or her designee upon recommendation of the department chair or director, dean, and vice president.

D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Vice President for Business Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Assistant Vice President for Business Affairs/Director of Human Resources – Senior Reviewer
2. Staff Senate Chair