

**ADMINISTRATIVE PROCEDURES**

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| **10.31 Required Employee Training** | **Revised: October 12, 2023** |

1. GOVERNING REGULATIONS

This procedure is governed by System Policy [33.05](https://policies.tamus.edu/33-05.pdf) *Employee Training*, System Regulation [33.05.01](https://policies.tamus.edu/33-05-01.pdf) *Use of Public Funds for Employee Training or Education* and System Regulation [33.05.02](http://policies.tamus.edu/33-05-02.pdf) *Required Employee Training*.

2. PURPOSE

The goal of system and agency required training is to verify or enhance the knowledge and skills of employees. Training may be required for employees to satisfy a number of agency needs.

3. SAFETY TRAINING

The Environmental Health and Safety Officer (EHSO) will work with department heads to coordinate training needs and resources related to safety issues.

4. DEFENSIVE DRIVING

4.1 Defensive Driving Courses (DDC) will be delivered via an on-line course called the National Safety Council DDC (standard course).

* + 1. This is a 2-hour on-line course that may be taken during work hours. Instructions will be provided to employees at the time the course is assigned to them in TrainTraq.
    2. Employees receive a certificate of completion when the course is completed. Employees will forward a copy of the certificate to the EHSO to update TrainTraq.
    3. The EHSO is responsible for making course arrangements and bill payment for this course.

**Notice:** Course may qualify for employee auto insurance discount; employee is responsible for contacting their carrier to find out. Course does not qualify for ticket dismissal.

* 1. An employee may submit a State of Texas Driving Safety Course (Texas Department of Licensing and Regulation) in place of the National Safety Council standard course.
  2. New employees that have taken a prior Defensive Driving Course can submit a certificate at the New Employee Orientation for review.

5. DEPARTMENTAL TRAINING

A department head or supervisor may require training for an employee based on the assigned job duties and work environment.

6. REMEDIAL TRAINING

A supervisor may require an employee to attend or repeat a training course based on inadequate task performance.

7. A&M SYSTEM REQUIRED TRAINING

| **Topic** | **Scope** | **Audience** | **Schedule** |
| --- | --- | --- | --- |
| 99002: Creating a Discrimination-Free Workplace | 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 – during New Employee Orientation (NEO)  All employees – re-take every two years |
| 99004: Orientation to the A&M System | Overview of system structure and governance and key system policies and regulations | All new system employees | During NEO |
| 3001: Information Security Awareness | Overview of safe computing and information security practices, related policies and laws, and recognizing and responding to security concerns | All system employees | New employees – during NEO  All employees – retake annually |
| 2114400: Ethics & Fraud | Overview of system Ethics policies and regulations, common ethics issues that system employees may encounter, fraud prevention and the process for reporting suspected fraud and ethics violations | All system employees | New employees – during NEO  All employees – re-take every two years |
| 2111716: Financial Conflicts of Interest in Research | Overview of federal and state laws and system policies and regulations related to financial conflicts of interest | Grant managers | Every 4 years |
| 11009: HIPAA for Benefits Partners and HR Users | Addresses how Benefits Partners in Workday must comply with HIPAA guidelines concerning the privacy and security of protected health information (PHI) for A&M System employees | A&M System employees who handle employee benefits-related information and employees assigned the following Workday security roles:  Benefits Partner; HR Contact; HR Partner; Retiree Partner; Payroll Partner; Benefits View Only; HR View Only; Payroll View Only | Before being granted access to Workday |

8. AGENCY REQUIRED TRAINING BASED ON JOB DUTIES

| **Topic** | **Scope** | **Audience** | **Schedule** |
| --- | --- | --- | --- |
| A Supervisor’s Guide to Reasonable Suspicion Testing | Overview of how to recognize the signs, symptoms and performance indicators of drug abuse and alcohol misuse | All supervisors of class A commercial driver license holders | New supervisors - within 30 days of hire/promotion into supervisory position |
| Accountable Property Officer Responsibilities | Overview of responsibilities and requirements; required certification | All Accountable Property Officers | Within 30 days of being assigned APO duties |
| All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Safety | Safe operations and mandatory equipment by certified trainer | All employees authorized to operate an ATV or UTV owned or maintained by the agency | Before authorization to operate |
| Alternate Accountable Property Officer Responsibilities | Overview of responsibilities and requirements; required certification | All Alternate Accountable Property Officers | Within 30 days of being assigned AAPO duties |
| Be the One in the Fight Against Human Trafficking | Learn how traffickers find and control people, red flags to watch out for and how to report suspicious activity | All employees except law enforcement staff | Completed during NEO |
| Bloodborne Pathogens (BPP) Online Training – System Version | Overview of BPP regulations, definitions and common terms | All employees designated as a Fireline Medic | Assigned when Employee Development notified of appointment |
| Bloodborne Pathogens (BBP) Exposure Control Plan | Overview of BPP Exposure Control Plan | All employees designated as a Fireline Medic | Assigned when Employee Development notified of appointment |
| Credit Card Usage | Appropriate use of procurement and travel cards; documentation requirements | All employees assigned a procurement or travel card | Prior to receipt of credit card |
| Defensive Driving | Driver safety course developed by the National Safety Council or approved by the Texas Department of Licensing and Regulation | All employees (exceptions made for employees who will not operate an agency vehicle) | As soon as possible after hire and every five years afterward |
| Disbursement of Funds | Basic requirements and guidelines for documentation of procurement and travel expenditures | All employees who prepare or approve payment documents and all agency credit card holders | Prior to assignment of payment document duties or receipt of credit card. Every two years afterward |
| Disbursement of Funds – Approver Class | To ensure approvers of payment documents understand specific rules governing how money is spent | All employees who are approvers of payment documents | Prior to approver assignment duties. Every two years afterward |
| Export Control | Individual’s responsibility to comply with export control laws, regulations, policies, rules and procedures | Department Heads, Grants Administrator, Contracts Officer, Buyer and immediate supervisors of foreign national employees or projects involving controlled information or physical items | Within 30 days of entering the position, or as soon as possible when becoming supervisor of a foreign national employee or foreign project. Every two years afterward |
| Forklift 3-Year Hands On Evaluation | Periodic evaluation of proper forklift operation and maintenance | All employees certified as forklift operators | Every three years |
| Forklift Safety | Program developed by Forklift Safety Training Services Inc. | All employees who operate a forklift | Before authorization to operate and every three years afterward |
| General Property Awareness | Overview of responsibilities and requirements | All budgeted employees | Completed during NEO |
| Hazard Communication (Haz-Com) | Interpreting safety data sheets (SDS): safe handling, PPE, safe storage and firefighting for work- related chemicals | All employees who may work with hazardous substances | Within 30 days of employment |
| HUB Purchasing Requirements | Importance and guidelines for purchasing from a Historically Underutilized Business (HUB) | All employees who make or approve purchases | Within six months of being assigned purchasing related duties |
| New Employee Orientation | Introduction to leadership; safety and professional development orientation; and benefits selection | All new employees | First two days of employment |
| TFS 101 | Entry-level familiarization for all employees | All new employees and other employees by request | Within first six months of employment |
| Worker Protection Standard (WPS) for Pesticide Handlers and Workers | Designated for pesticide handlers and workers | All field personnel (excluding business support staff) | Completed during NEO and annually afterward |

PAYMENT FOR COURSE COSTS

* 1. The agency will pay for required training when it is scheduled, but not more frequently.
  2. The agency will pay for other job-related training authorized by chain of command.
  3. Allowable payment options for courses delivered by external providers include:

1. Direct Bill by vendor,
2. agency procurement card, and
3. employee credit card with reimbursement requested on Purchase Voucher form.

10. Reporting

The Financial Accountant in the Payroll and Support Services Department that is responsible for compliance reporting will submit a report to the Legislative Budget Board no later than August 31 when the agency spends more than $5,000 in a fiscal year for training or education program for any employee.

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