

**1. Title**

Training and Education

**2. Rule and Regulation**

Sec. 1 Responsibility. The Office of Human Resources, by delegation from the Vice Chancellor for Administration, is responsible for promulgating the necessary policies and procedures for implementation of the [State Employees Training Act](#), consistent with the guidelines approved by the Governor.

Sec. 2 Policy Requirements. Pursuant to *Texas Government Code Section 656.048* – Rules Relating to Training and Education, The University of Texas System requires the establishment of policies that promote training programs of benefit to employees. Policies implemented must be consistent with provisions of the [State Employees Training Act](#), as follows:

- 2.1 Interest of the Institution. The U. T. System or any of the institutions will not extend funds under these provisions without the interest of the U. T. System or any of the institutions being given first consideration.
- 2.2 Written Agreements. If an employee does not perform the regular duties of the job for three or more months, a written agreement complying with the provisions of institutional policy will be executed between the employee and the U. T. System or any of the institutions as required by State law.
- 2.3 Failure to Comply with Agreement. Should an employee fail to honor the provisions of the agreement, the U. T. System or any of the institutions will be reimbursed for all costs associated with the training period, including any amounts of the employee's salary not accounted for as paid vacation or compensatory leave.
- 2.4 Annual Report. The U. T. System and the institutions will report annually to the Legislative Budget Board detailing the amount of money expended in the preceding fiscal year for training subject to the Act.

**3. Definitions**

None

**4. Relevant Federal and State Statutes**

*Texas Government Code* [Section 656.048](#) – Rules Relating to Training and Education

**5. Relevant System Policies, Procedures, and Forms**

None

**6. Who Should Know**

Administrators

**7. System Administration Office(s) Responsible for Rule**

Office of Human Resources

**8. Dates Approved or Amended**

December 10, 2004

**9. Contact Information**

Questions of comments regarding this rule should be directed to:

- [bor@ustystem.edu](mailto:bor@ustystem.edu)