

1. Title

Training and Education

2. Rule and Regulation

Sec. 1 Responsibility. The Office of Human Resources, by delegation from the Executive Vice Chancellor for Business Affairs, 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

Editorial amendments to Sec. 1 and Number 7 made March 7, 2017
Editorial amendment to Sec. 1 made June 12, 2013
Editorial amendment to Sec. 1 made September 1, 2010
December 10, 2004

9. Contact Information

Questions of comments regarding this Rule should be directed to:

- bor@ustystem.edu