

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.019 Training and Education	Human Resources

Policy Statement. The University of North Texas at Dallas provides faculty and staff training and education opportunities within the availability of funds and as authorized under the State Employees Training Act of 1969. Such development shall be aimed at the needs of the employees related to their current or prospective duty assignments at the University and the University’s needs.

Application of Policy. This policy applies to all regular staff members.

Definitions.

1. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.
2. **Specialized Training.** “Specialized Training” means instruction, teaching, or other education not normally received by other University employees that enhances the employee’s ability to perform his or her job.
3. **Standard Training.** “Standard Training” means training that is required by state or federal law or that the University determines to be necessary and is offered to all employees performing similar jobs.

Procedures and Responsibilities.

1. **Employee Training.**

- 1.01. The University provides standard or specialized training for eligible employees. The training must relate to an employee’s duties or prospective duties.
- 1.02. The University may pay program expenses, such as the salary, tuition, fees, travel and living expenses, training stipend, training materials, and other necessary expenses of an instructor or training participant.

Responsible Party: President

2. **Standard Training.** The University may require employees to attend standard training as part of the employee's duties or prospective duties.

Responsible Party: Employee and Supervisor

3. **Specialized Training.** The University allows employees to attend specialized training programs that include:
 - 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 staff shortage; and
 - iv. increasing competence.

Responsible Party: Supervisor and Human Resources

4. **Restrictions.**
 - 4.01. Specialized training funded by the University must relate to the employee's duties following the training.
 - 4.02. Specialized training includes a course of study at a public, private or independent institution of higher education, when the University assists the employee to meet the expenses of the course of study or pays salary to the employee to undertake the course of study as an assigned duty.
 - 4.03. A prior written agreement between the employee and the University must be executed for any specialized training that is three or more months in duration. The agreement, at a minimum, must:
 - i. require the employee to work for a period of time equal to no less than one month for each month of the training period following the completion of the specialized training; or
 - ii. require the employee to reimburse the University for all costs of the specialized training that were paid during the training period, including any salary but excluding vacation or compensatory time during the training.

- 4.04. The President may waive the work requirement or reimbursement of costs if it is in the best interest of the University or result in an extreme personal hardship to the employee.
- 4.05. An employee who does not fulfill the work requirement and is not released from his or her obligation by the University is personally responsible to the University for all costs associated with the training, including the University's reasonable expenses incurred in obtaining payment.

Responsible Party: Human Resources and Employees

- 5. **Training Request and Approval.** Training requests must be submitted by the employee to his or her supervisor, in writing, for appropriate approval prior to the registration and attendance of any standard or specialized training program.

Responsible Party: Employees and Supervisors

References and Cross-references.

Texas Education Code § 61.003

Texas Government Code § 656

Approved: 8/30/2010

Effective: 8/30/2010

Revised: