

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Training and Development**

**Regulation and Procedure  
Number: URP: 05.300**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

Texas Woman's University ("TWU" or "University") is committed to fostering an environment that encourages employees to seek opportunities for professional growth and enrichment.

## **APPLICABILITY**

This policy is applicable to TWU Employees.

## **DEFINITIONS**

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. "Training" means instruction or other education received by a TWU employee that is not normally received by TWU employees and is designed to enhance the ability of the employee to perform the employee's job. The term includes a course of study at the University, if TWU spends money to assist the employee to meet the expense of the course of study. The term does not include training required by state or federal law or that is determined necessary by TWU and offered to all employees of TWU who are performing similar job functions.

## **REGULATION AND PROCEDURE**

- I. Training and Development Opportunities
  - A. Texas Woman's University ("TWU") provides employees training and development opportunities as provided under Texas Government Code, Chapter 656, Subchapters C and D. Training and development at TWU is designed to meet the needs of the individual employee in relation to the mission of the University. Training and development opportunities are

offered to employees in association with the proper performance of their assigned tasks and professional development.

- B. It is the policy of TWU that no person shall be discriminated against in opportunities for training and development activities on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status or any other characteristic protected under applicable federal or state law.

## II. General Guidelines

- A. The Texas Government Code, Chapter 656, Subchapter C, provides that the University may use public funds to provide training and development opportunities related to either current or prospective duty assignments.
- B. Supervisors, managers, and employees are encouraged to identify educational training and development programs to improve job performance and enhance potential.
- C. The goal of employee development and training is to gain:
  - 1. Knowledge about higher education and an understanding of the institution's goals and how each part of the organization affects and is affected by these goals;
  - 2. An appreciation for academic values, concerns and needs;
  - 3. Opportunities for understanding goals and problems of other areas of the University;
  - 4. Training in technical, general, and leadership skills;
  - 5. Information about skills and knowledge needed for the future;
  - 6. Quality customer service skills necessary to improve internal services and support student recruitment and retention initiatives; and to
  - 7. Provide employees the opportunity to enhance training in current and future job skills that promotes professional development and growth.
- D. Employees are eligible, with their supervisor's approval, to attend training workshops applicable to their personal or professional development.
- E. Educational training and development programs are offered during an employee's regularly scheduled work hours. Employees attending such programs with the supervisor's authorization are not required to make up

time spent in training and development sessions. To the extent that it is possible and practical, supervisors and managers are encouraged to allow their employees to participate by granting release time.

- F. Additional training and development programs, workshops, seminars, etc., to improve job-related skills and knowledge held at locations off-campus, may be authorized by the University for employees.
- G. College courses and other special programs offered internally or outside the University may be authorized for faculty and staff job-related training and development purposes.

### III. Mandatory Training

It is the responsibility of every University employee to complete annual mandatory training. Employees who do not complete annual mandatory training by the published deadline will not have met their job expectations, and supervisors and managers should note this on their performance evaluations. Supervisors and managers are responsible for monitoring the completion of their employees' mandatory training. Additional mandatory training for employees may be authorized by the Chancellor and President or their designee.

### IV. Taking Courses During the Workday

Employees are encouraged to attend classes outside of regular working hours. However, full-time regular staff employees may be granted time off from work to attend a TWU class during regular working hours provided that they meet all of the provisions of URP 05.430: Staff Employees Taking TWU Courses.

### V. Approvals

- A. Approvals of expenditures for training and development from University funds must be related to an employee's current duties or duties following the training.
- B. Approvals needed for training:
  - 1. TWU sponsored training and development programs must be approved by the employee's immediate supervisor or department head.
  - 2. Off-campus programs must be approved by the immediate supervisor, department head, dean, or director.

### VI. Training Responsibilities

- A. Employees

Training is the responsibility of every employee at Texas Woman's University to help improve their knowledge and skills and meet mandatory training requirements.

**B. Supervisors and Managers**

Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:

1. Providing employees' on-the-job training in the proper performance of tasks.
2. Cultivating a climate in which training and development of employees is encouraged.
3. Integrating an employee's growth and development needs within the goals and objectives of TWU.

**C. The Office of Human Resources will:**

1. Establish, administer, and coordinate training policies and programs to meet training requirements as authorized under the Texas Government Code, Chapter 656, Subchapters C and D, and the policy established herein.
2. Develop programs that support the University's vision, mission, and goals and the continued growth and education of the faculty and staff.
3. Review and approve training programs open to the University community.
4. Monitor training programs and provide consulting training assistance to departments as resources allow, particularly regarding In-Service Training Programs.
5. Maintain employee training records and files.

**REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

**REFERENCES**

[URP 05.430: Staff Employees Taking TWU Courses](#)

[Texas Government Code, Chapter 656, Subchapters C and D](#)

[Section 61.003, Texas Education Code](#)

## **FORMS AND TOOLS**

None

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