



I. 4.10.4 Required Training

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.10 Employee Development and Training	Date Last Reviewed: March 2023
Responsible Entity: Senior Vice President and Chief Human Resources Officer; Chief Compliance and Privacy Officer	Date Last Revised: March 2023

II. Purpose

UT Health San Antonio is committed to complying with all applicable laws, policies, procedures, rules and regulations that apply to its operation. In order to help ensure compliance, UT Health San Antonio requires workforce members to complete training in a variety of areas. All required training will be completed each year with training dates communicated to all employees at the start of the launch of the training window.

III. Scope

This policy applies to all UT Health San Antonio employees including faculty staff, student employees, residents, and trainees. Certain training requirements may be applicable to contractors and non-employees.

IV. Policy

- A. Completion of initial and yearly required training is a condition of employment. Specific training requirements are determined based on an individual's role and responsibilities in conjunction with applicable policies, laws, and regulations. UT Health San Antonio's executive leadership may add, change, or assess elements of the required training program as deemed appropriate and necessary. Assigned required training is to be completed each year during the yearly training cycle. Start dates and due dates will be communicated at the beginning of each cycle.
- B. Employees are responsible for completing all training requirements associated with their position within the specified time period. Supervisors are responsible for facilitating, monitoring, and ensuring employee compliance. Course sponsors are responsible for tracking training completion and maintaining documentation in accordance with records retention requirements (see Institutional Handbook of Operating Policies (IHOP) Policy [2.2.1 Records Management](#) for addition detail).
- C. Employees who fail to complete assigned training within the specified time period may be subject to disciplinary action, up to and including termination. In addition,

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individuals who do not complete assigned training by scheduled deadlines may lose access to certain systems until training is completed.

D. Initial Required Training

New employees must complete the following online training within 30 days of their official hire date.

1. New Employee Orientation
2. Title IX Training
3. Information Security Office Annual Security Awareness Training (ASAT)
4. Health Insurance Portability and Accountability Act (HIPAA), Patient Privacy
5. Institutional Compliance Program
6. Equal Employment Opportunity (EEO) Laws
7. The Family Educational Rights and Privacy Act (FERPA)
8. Conflict of Interest (COI)

E. Core Training

All employees will complete the following core training every other fiscal year on a rolling two (2) year schedule. New employees hired within 6 months of the yearly training cycle start date, and who completed their initial training, will not be enrolled in the yearly core training for the upcoming fiscal year.

1. Year One

- a. Title IX Training
- b. Health Insurance Portability and Accountability Act (HIPAA), Patient Privacy
- c. Institutional Compliance Program
- d. Annual Security Awareness Training (ASAT)
- e. Equal Employment Opportunity (EEO) Laws

2. Year Two

- a. Environmental Health and Safety General Compliance Awareness Training (GCAT)
- b. The Family Educational Rights and Privacy Act (FERPA)
- c. Annual Security Awareness Training (ASAT)

F. Additional Required Training by Role

Employees required to complete additional training based on their role, such as laser safety or biological safety, will be scheduled for the same time frame as the yearly training.

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V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Fiscal Year – a 12-month accounting period of September 1 to August 31.

VI. Related References

For questions related to this policy, contact the Office of Human Resources, Learning and Leadership Development team at utlearns@uthscsa.edu.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
12/2015	Policy Revision		
07/2021	Policy Revision		
03/2023	Policy Revision	Executive Committee	03/2023