

4.10.2 Employee Development

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

I. Purpose

UT Health San Antonio will provide employee development opportunities within the availability of funds and as authorized under the *State Employees Training Act of 1969*. Such development will be aimed at the needs of the individual employee and to develop or improve skills and capabilities needed by UT Health San Antonio. Learning and development opportunities will be offered to improve personal and professional skills and to prepare employees to assume jobs with greater responsibility.

II. Scope

This policy applies to all UT Health San Antonio employees, including faculty, staff, student employees and trainees.

III. Policy

A. Internal Learning and Development Programs

1. The professional development of employees is both an institutional and departmental responsibility. At the department level, each person in a management or supervisory capacity is responsible for the learning and development of personnel under their supervision. This responsibility includes:
 - a. Providing new employees an orientation to the department and instruction on job tasks and procedures.
 - b. Providing all employees training required by re-assignment, new responsibilities and changes in methods or procedures.
 - c. Developing employee skills and capabilities to meet future department needs.
2. At the institutional level, UT Health San Antonio provides formal learning and development programs that reinforce on-the-job training and meet institution wide needs. These programs aim to:

4.10.2 Employee Development

- a. Orient new employees to UT Health San Antonio.
 - b. Prepare employees to deal with new procedural, technological and legal developments.
 - c. Improve management, administrative and supervisory performance, and;
 - d. Develop or improve other skills and capabilities needed by UT Health San Antonio.
3. Schedules of learning and development programs are distributed regularly, and appropriate personnel notified of special classes by the Office of Human Resources (HR), Learning and Leadership Development team.
 4. Generally, it is a supervisory responsibility to see that staff members are enrolled in appropriate programs based on job requirements and professional development goals.
 5. Supervisors may consult with the Learning and Leadership Development staff to determine an appropriate develop plan for individual employees.
 6. Employees may nominate themselves for programs but must coordinate attendance with their supervisor.

B. External Learning and Development Programs

1. Departmental needs and individual job responsibilities may present development needs that cannot be met on-the-job or by in-house programs. In such cases, individual employees may be selected by the department head to participate in learning and development programs outside UT Health San Antonio.
2. Outside programs may include workshops, seminars, institutes, college or university courses (with or without credit), and other special programs either within or outside the state. Such programs must be designed to improve the individual's professional or technical knowledge in the performance of the employee's present or prospective duties.
3. Payment for such programs is a departmental responsibility.

C. Outside Learning and Development Initiated by Employee

1. Outside learning or development programs initiated by an employee, particularly course work leading to a degree, should normally be pursued outside working hours.
2. If there is a relationship between an employee's course of study and present or prospective position at UT Health San Antonio, a department may allow an employee the privilege of attending a course during working hours. The following guidelines should be considered in allowing this privilege:
 - a. The individual must be a full-time, non-probationary, regularly appointed employee.

4.10.2 Employee Development

- b. The course work taken during work hours may not exceed three (3) semester hours or the equivalent if a noncredit-bearing course.
 - c. In the judgment of the supervisor, the course of study must be sufficiently related to the individual's position to benefit UT Health San Antonio.
 - d. The course must be one that is not routinely available outside of working hours.
 - e. Arrangements must be made for the proper disposition of the employee's work.
3. If an employee's course of study does not clearly relate to their job, a supervisor may still allow time off if the other conditions are met and arrangements are made for the employee to make up the time spent in the course.

D. Long-Term Learning and Development

1. Long-term learning and development (LTLTD), as used in this policy, refers to instruction, teaching, or other education received by a state employee that is not normally received by other state employees and that is designed to enhance the ability of the employee to perform the employee's job. LTLTD includes a course of study at a public or private institution of higher education that UT Health San Antonio spends money to assist the employee in meeting the expense of the course of study or pays the salary of the employee to undertake the course of study as an assigned duty.
2. LTLTD does not include training required by state or federal law that is determined necessary by UT Health San Antonio and offered to all employees performing similar jobs.
3. If an employee receives LTLTD paid for by UT Health San Antonio and during the LTLTD period, the employee does not perform their regular duties for three (3) or more months as a result of the LTLTD:
 - a. The employee must work for UT Health San Antonio following completion of the LTLTD for at least one (1) month for each month of the LTLTD period; or
 - b. The employee must pay UT Health San Antonio for all costs associated with the LTLTD that was paid during the LTLTD period, including any amounts of the employee's salary that was paid and was not accounted for as paid vacation or compensatory leave.
4. Before an employee begins LTLTD that will be paid for by UT Health San Antonio and during which the employee will not be performing their regular duties for three (3) months or more, the employee will be required to agree in writing to comply with the requirements of this policy.
5. If an employee does not provide the services required in accordance with this policy, provides those services for less than the required term, or fails to make payments pursuant to this policy, the employee is liable to UT Health San Antonio for any costs described herein and as more specifically set out and described in

4.10.2 Employee Development

Texas Government Code, Chapter 656, Subchapter D, including reasonable attorney fees.

E. Reporting Requirement

UT Health San Antonio will prepare and submit an annual report to the Legislative Budget Board detailing the amount of money expended in the preceding fiscal year for learning and development and long-term learning and development in accordance with *Texas Government Code, Chapter 656, Subchapter C*.

IV. Definitions

There are no defined terms used in this policy.

V. Related References

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

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

| Effective Date | Action Taken | Approved By | Date Approved |
|-----------------------|---------------------|---------------------|----------------------|
| 12/2000 | Policy Origination | | |
| 02/2007 | Policy Revision | | |
| 03/2023 | Policy Revision | Executive Committee | 03/2023 |