33.05.02.C0.01 Required Training for Employees and Affiliates

Revised: March 23, 2026
Next Scheduled Review: February 28, 2027
Revision History

Procedure Summary

System regulation *33.05.02, Required Employee Training* states in section 2.1 "[m]ember chief executive officers may develop guidelines to require their employees to complete additional training not specified in this regulation..." This procedure establishes the roles, responsibilities, and processes associated with university-wide required training for Texas A&M University-Corpus Christi (TAMU-CC) employees and affiliates. This procedure supplements and does not replace the requirements of system regulation *33.05.02, Required Employee Training*.

Definitions

Employee – For the purpose of this procedure, this term encompasses all employees, including full-time, part-time, and student employees.

Affiliate – This refers to an individual, other than a student or employee, with a relationship to TAMU-CC such that they receive an IslandID or other login granting access to electronic information resources governed by TAMU-CC. Other related terms include contractor, volunteer, and contingent worker.

University-wide required training – This training is required by TAMU-CC for all university employees regardless of department, job title, or responsibilities.

Role-based required training – This training is required for specific campus members due to the department for which they work or the job functions they perform.

Procedure

1. UNIVERSITY-WIDE REQUIRED TRAINING

1.1. The official list of TAMU-CC university-wide required training ("the roster") may be found on the Compliance Services website. This roster will list for

each course at least:

(a) the course name

(b) the required audience

(c) the deadline(s) for taking the course

(d) the designated owner of the course

(e) the permitted enforcement actions for noncompliance

(f) the persons authorized to exercise the permitted enforcement actions

Compliance Services administers the roster. The roster is required to list only university-wide required training and does not necessarily list training required by other law or policy (e.g., system regulation *33.05.02, Required Employee Training*).

1.2. All requests for changes to university-wide required training must be sent to Compliance Services. Compliance Services will assess these requests and provide a recommendation to the President.

1.3. The following must be approved by the President:

(a) Addition of a new university-wide required training course

(b) Elimination of a university-wide required training course

(c) Significant changes to the content or length of an existing university-wide required training course

2. ROLE-BASED REQUIRED TRAINING

2.1. Department heads and supervisors may require their employees or affiliates to complete additional training based on the role/job duties of the employee or affiliate.

2.2. Responsible offices may require additional role-based training for employees and affiliates with job duties in areas under the purview of the responsible office. For example, the Comptroller's Office has authority over credit-card operations and thus may require Payment Card Industry training for all employees and affiliates who process credit card activities regardless of the specific department or supervisor for whom they work.

3. OVERDUE REQUIRED TRAINING

3.1. Employees may be subject to disciplinary action and will not be eligible for merit pay for failing to complete required training by the required deadline in the twelve-month period prior to merit being awarded.

3.2. Managers are responsible for ensuring completion of required training. Managers may be subject to disciplinary action and may not be eligible for merit pay for failure to take actions to ensure their employees' compliance. If an employee is out on leave for an extended period of time, the manager should contact Compliance Services to inform them as such and indicate a return date. If the return date is unknown, the manager must contact Compliance Services within seven (7) days of the employee's return.

3.3. At least quarterly, Compliance Services will provide to President's Cabinet a list of all employees who are overdue on required training along with each employee's supervisor and department/division. If an employee listed is no longer employed by the department/division, supervisors must coordinate with Human Resources to effect their status change/removal from Workday. The employee will still have a non-compliance standing for the fiscal year.

3.4. If the employee or affiliate is overdue on any relevant training required by this procedure or system regulation *33.05.02, Required Employee Training*, Compliance Services or the responsible office may withhold or revoke an employee's or affiliate's access to university resources (e.g., computer access).

4. PERIOD FOR TRAINING

Required employee training will be assigned and must be completed during the employee's appointment period (semester for adjuncts and either 9-month or 12-month periods for full-time faculty) or the affiliate's relationship timeline.

5. ADDITIONAL INFORMATION

Users with questions about required training may contact Compliance Services or the respective course owner listed in the roster.

Related Statutes, Policies, or Requirements

System Policy *32.02, Discipline and Dismissal of Employees*
System Regulation *32.02.02, Discipline and Dismissal Procedure for Nonfaculty Employees*
System Regulation *33.05.02, Required Employee Training*

Appendix

Official List of TAMU-CC University-Wide Required Training

Contact Office

Contact for clarification and interpretation:	Compliance Services 361.825.2765