

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.26

AREA: General

SUBJECT: Employee Development and Training

1. PURPOSE

The University of Houston System is committed to fostering an environment that encourages individuals to seek opportunities for personal and professional development.

2. POLICY

- 2.1. The System urges supervisors, managers and employees to identify educational training and development programs that will improve job performance and develop potential.
- 2.2. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#).
- 2.3. The goal of employee development and training is to improve the quality of the System and its component university's staff by facilitating opportunities to gain:
 - a. Knowledge about higher education and gain an understanding of the institution's goals and how each part of the organization affects and is affected by these goals;
 - b. An appreciation for academic values, concerns and needs;
 - c. Opportunities for understanding goals and problems of other areas of the System;
 - d. Training in technical, general and leadership skills;
 - e. Information about skills and knowledge needed for the future; and

- f. Quality customer service skills necessary to improve internal services and support student recruitment and retention initiatives.
- 2.4. All employees are eligible, with their supervisor's approval, to attend training workshops applicable to their personal and professional development.
- 2.5. Frequently educational training and development programs are offered during an employee's regularly scheduled work hours. To the extent that it is possible and practical, supervisors and managers are encouraged to allow their employees to participate by granting release time. Employees attending such programs with the supervisor's authorization are not required to make up time spent in training and development sessions.
- 2.6. Each System university shall identify senior leadership positions that are critical to the institution's mission and have a significant impact on the institution's operations and develop a succession plan to ensure continuity of business and academic operations and readiness.
- 2.7. It is the responsibility of each System employee to complete mandatory training as required by [Texas Labor Code, Section 21.010](#).
 - 2.7.1. New System employees must complete New Hire Mandatory Training within the first thirty (30) days of employment. Failure to meet this requirement may lead to termination of employment.
 - 2.7.2. System employees are also required 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 will, therefore, not be eligible for merit increases.
 - 2.7.3. Supervisors are responsible for monitoring their employees' training performance.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before June 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: May 2, 2017

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	11/04/1994	Initial version
2	04/27/2005	Applied revised SAM template to meet current documentation standards. Changed formatting in Section 2.3 listing. Removed original Section 2.6 regarding component development of detailed guidelines for training, and added new Section 2.6 on employees completing training mandated by the statute. Changed responsible party from VC for Administration and Finance to AVC for Human Resources. Changed review period from odd numbered years on or before August 31 st to every three years on or before August 31 st . Added EVC for Administration and Finance to approval process
3	10/14/2008	Applied revised SAM template to meet current documentation standards. Removed information about regular, benefits-eligible, part-time, and student employees from Section 2.4. Added information about annual mandatory training and merit increases to Section 2.6. Changed responsible party to AVC for Human Resources to AVC for Finance. Changed review period from every three years on or before August 31 st to every five years on or before June 1 st
4	04/10/2015	Applied revised SAM template and added new Revision Log. Added discrimination statement, plus GENDA information on sexual orientation, gender identity and gender expression, to Section 2.2. No additional changes were required per the Subject Matter Expert (SME)
5	07/06/2016	Updated Section 2.2 with GENDA/Title IX statement per U.S. Department of Education's Office of Civil Rights requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. Updated titles as appropriate

Revision Number	Approval Date	Description of Changes
6	05/02/2017	Revised Section 1 to say “personal and professional development.” Added Section 2.6 for System universities to develop succession planning for critical positions within their university based on senior leadership positions. Removed “annual” from Section 2.7 on mandatory training, and added Texas Labor Code, Section 21.010. Added Section 2.7.1 on new System employees completing New Hire Mandatory Training within 30 days. Section 2.7.2 also adds the requirement for established System employees to complete annual mandatory training. Added Section 2.7.3 for the supervisor’s responsibility for monitoring employee training performance