

## **POLICY REGARDING TRAINING OF AGENCY EMPLOYEES**

It is the policy of the Texas Board of Veterinary Medical Examiners to provide education and training for all eligible staff members in accordance with the State Employees Training Act (Texas Government Code, §§656.041 - 656.104). All education and training shall be related to the employee's current position or prospective job duties at the board.

The education and training program benefits both the board and the employees participating by:

1. preparing for technological and legal developments;
2. increasing work capabilities;
3. increasing the number of qualified employees in areas for which the board has difficulty in recruiting and retaining employees; and
4. increasing the competence of agency employees.

Board employees may be required to complete an education or training program related to the employee's duties or prospective duties as a condition of employment. Participation in an education or training program requires the appropriate level of approval prior to participation and is subject to the availability of funds within the agency's budget.

The employee education and training program for the board may include:

1. mandatory agency-sponsored training required for all employees;
2. education relating to technical or professional certifications and licenses;
3. education and training relating to the promotion of employee development;
4. employee-funded external education;
5. board-funded external education; and
6. other board-sponsored education and training determined by the board to fulfill the purposes of the State Employees Training Act.

The board's Human Resources Director is designated as the administrator of the board's education and training program. The administrator or the administrator's designee shall develop policies for administering each of the components of the employee education and training program. These policies shall include:

1. eligibility requirements for participation;
2. approval procedures for participation; and
3. obligations of program participants.

Approval to participate in any portion of the board's education and training program shall not in any way affect an employee's at-will status or constitute a guarantee or indication of continued employment, nor shall it constitute a guarantee or indication of future employment in a current or prospective position.

Permission to participate in any education and training program may be withdrawn if the board determines, in its sole discretion, that participation would negatively impact the employee's job duties or performance, or if the employee has previously abused the time given for training.

**RESTRICTIONS:**

a. If a state employee receives training that is paid for by the agency, and during the training period the employee does not perform the employee's regular duties for three or more months as a result of the training, the employee is required to:

1. work for the agency following the training for at least one month for each month of the training period; or
2. pay the agency for all the costs associated with the training that were paid during the training period, including any amounts of the employee's salary that were paid and that were not accounted for as paid vacation or compensatory leave.

b. Prior to receiving training that will be paid for by a state agency and during which the employee will not be performing the employee's regular duties for three months or more, the agency shall require the employee to agree in writing, before the training begins, to comply with the requirements set forth in Subsection (a).

c. By an order adopted in a public meeting, the Board may waive the requirements prescribed under Subsection (a) and release an employee from the obligation to meet those requirements if the Board finds that such action is in the best interest of the agency or is warranted because of an extreme personal hardship suffered by the employee.