

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.7	Payment for Training Material and Coursework	Revised	02/01/2004 01/15/2006 12/01/2007

Audience:

All Logistics classified employees.

Purpose:

To support employee development by providing guidelines for the request and approval of funding for training material and coursework identified in the employee’s action plan to achieve goals established for:

- Professional development; role related training (competencies & skills)
- Core behaviors; cultural alignment with UTMB
- Career development; non-role related career planning
- Required continuing education program
- Required certification program
- Required licensing program

NOTE: This policy does not apply to training that involves travel expenses/reimbursement. Registration fees to attend conferences or seminars will be paid in advance directly to the organization as outlined in Logistics Policy 1.6, Employee Travel.

Additionally, this policy does not apply to reimbursements for college credit coursework. Refer to UTMB Handbook of Operating Procedures, HR Policy 3.5.2, Tuition Reimbursement for College Credit Coursework.

Policy:

Subject to the availability of funds, training material and coursework costs will be paid or reimbursed by Logistics in accordance with the information contained in this document.

Career development (non-role related) training that is pursued during an employee’s normal paid work hours must be pre-approved by the employee’s supervisor.

Any training pursued at home will not be considered paid time unless advance written approval is first obtained from the employee’s supervisor.

Approved by Leadership: _____

Date: _____

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Definitions:

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Procedure:

Prior to class registration, the employee is responsible for:

- Obtaining team support for the training and approval for work schedule/coverage
- Completing an action plan during a coaching session with his/her supervisor
- Obtaining funding approval from the supervisor
- Submitting a service request to SAS for class registration and payment of registration fees with a copy of the signed action plan attached

After completing the class, the employee is responsible for:

- Forwarding a copy of the completed class certificate to his/her supervisor, and to Shared Administration Services (SAS) to be included in the employee's file

Funding Eligibility:

- The employee must not be receiving funding for the same training from another source.

Expenses Eligible for Reimbursement:

- Course fees
- Required books and course materials
- Membership fees if:
 - Membership is required to take a course and/or test, or
 - Cost of membership plus course and/or test is less than cost of course and/or test if taken separately
- Registration fees to attend conferences and seminars (If conference/seminar requires travel expenses, refer to Logistics Policy 1.6, Employee Travel.)

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Expenses NOT Eligible for Reimbursement:

- Sales tax on books or course materials (UTMB is tax exempt – the individual is not)
- Parking costs
- Penalty fees (such as late registration fees)
- Incidental expenses (such as calculators, book bags, special clothing or equipment, note books, pencils, pens, markers, or other consumable supplies)
- Dropped or failed courses
- “For credit courses” covered by the institutional policy *Tuition Reimbursement for College Credit Coursework*
- Expenses related to “for credit courses” that are not eligible for reimbursement under the institutional policy *Tuition Reimbursement for College Credit Coursework*

References:

UTMB Institutional Handbook of Operating Procedures:

HR Policy 3.5.2 Tuition Reimbursement for College Credit Coursework