

UTMB HANDBOOK OF OPERATING PROCEDURES

Section 3	Human Resources Policies	10/08/99 -Originated
Subject 3.5	Benefits	01/08/10 -Reviewed w/ changes -Reviewed w/o changes
Policy 3.5.3	Long-Term Training (LTT)	Human Resources -Author

Long-Term Training (LTT)

Policy

If an employee of UTMB receives long-term training (LTT) that is paid for by the University and during the LTT period the employee does not perform the employee's regular duties for three or more months upon completion of LTT:

- the employee must work for the University following the LTT for at least one month for each month of the LTT period; or
- the employee must pay the University for all costs associated with the LTT that was paid during the LTT period, including any amounts of the employee's salary that was paid and wasn't accounted for as paid vacation or compensatory leave.

Definition

Long-Term Training: Instructions, 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. The term includes a course of study at a public or private institution of higher education, if the University spends money to assist the employee to meet the expense of the course of study or pays the salary of the employee to undertake the course of study as an assigned duty. For the purpose of this policy, LTT does not include training required by state or federal law or that is determined necessary by the University and offered to all employees performing similar jobs.

Documentation

Before an employee receives LTT that will be paid for by the University and during which the employee will not be performing his or her regular duties for three months or more, the University will require the employee to agree in writing to comply with the requirements of this policy before the LTT begins.

A copy of the signed agreement between the department designee and the employee should be forwarded to the proper payroll services consultant.

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Liability

If an employee of the University 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 the University for any costs described herein and as more specifically set out and described in Subchapter D of the *Government Code*, including reasonable attorney's fees.

Reporting Requirement

Payroll Services will prepare and submit an annual report to the Legislative Budget Board detailing the amount of money expended by it in the preceding fiscal year for LTT subject to this policy and Section 656, 102, Subchapter D of the *Government Code*.

References

[Texas Government Code 656.102](#)