



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.016 Training and Development

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**I. Policy Statement**

It is the policy of the University of North Texas to provide employee training and development opportunities within the availability of funds and as authorized under the [State Employees Training Act of 1969](#). Such development must be aimed at the needs of and for the benefit of both the individual employee and the University. Education and training will be offered to improve personal and professional skills.

**II. Application of Policy**

All Employees.

**III. Policy Definitions**

**A. Compliance Training**

“Compliance training,” in this policy, means training required either by federal or state law or that is determined necessary by the University and offered to all employees of the University performing similar jobs.

**B. Employee**

“Employee,” in this policy, means an individual who is employed full-time, part-time, in a temporary status as staff or hourly, or who is required to be a student as a condition of employment.

**C. Professional Development**

“Professional development,” in this policy, means opportunities for on-the-job training, cross training, and internships; attendance at courses, workshops, seminars, conferences, institutes, lectures, and meetings; and participation in professional and technical associations.

**D. Training**

“Training,” in this policy, means instruction, teaching, or other education that normally is not received by other University employees and that is designed to enhance the ability of the employee to perform their job. This includes a course of study at college, university, institute, or organization where an individual may receive a license, certification, or other credential. For purposes of this policy, “training” does not include an employee’s voluntary participation in a degree program not related to performance of their job or required compliance training.

**E. Regular Employee**

“Regular employee,” in this policy, means an employee who is scheduled to work at least twenty (20) hours per week for a period of at least 4½ continuous months and is not employed in a position for which the employee is required to be a student as a condition of

employment.

#### IV. Policy Responsibilities

##### A. *Funding for Training and Development*

The use of funds and paid time off for training and development programs related to either current or prospective duty assignments is permitted by the University, in accordance with the [State Employees Training Act](#). Appropriate expenses include, but are not limited to, salary; tuition and other fees; travel and temporary living expenses; training materials; reimbursement of the cost of certifications required for one's position; and other necessary expenses of an instructor, student, or other participant in a training or education program. Funding is at the discretion of each individual department and available funds.

##### 1. Training and Development Programs

###### a. *Internal Training*

Training is provided within the University to support the continued professional and personal growth of all employees in their work. Internal training also includes compliance training; on-the-job training; training in preparation for job assignments; and continuing training programs which are job-oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase the employee's level of competence.

###### b. *Professional Development*

Professional development may be provided by the University through programs or activities offered internally by departments of University or by external agencies. Employees may be permitted to participate in an extended professional development program, which is paid for by the University, or during which the employee's salary is continued, and where the employee does not perform regularly assigned job duties for a defined training period. Extended professional development requires continued service to the University:

###### i. Staff, Temporary, and Student Employees

If during the training period the employee does not perform their regular duties for three (3) months or more, the employee must work for the University following the professional development for at least one (1) month for each month of the training period or repay the University for the cost of the training and salary.

###### ii. Faculty

Faculty employees seeking to engage in professional development in which the faculty member will not perform their regular duties must

follow the provisions of [UNT Policy 06.010, Faculty Development Leave](#).

c. *Memberships*

Individual and organizational memberships are an allowable expense and are at the discretion of each individual department and available funds.

d. *Certifications*

Certifications that are aligned with the employee's job duties are an allowable expense and are at the discretion of each individual department and available funds.

e. *College Course Enrollment*

Employees may be permitted to enroll in courses and special training programs in order to promote self-development. Participation in such programs will be limited as follows:

- i. regular full-time employees may enroll in courses subject to the following restrictions:
  - a) during normal duty hours, a maximum of three (3) hours of work per week may be taken off for class attendance or course-related activities. The time taken off during normal duty hours is subject to [UNT Policy 05.022, Flexible Work Arrangements](#) and any work time missed must be made up or charged appropriate leave;
  - b) enrollment in any course that requires more than three (3) hours per week of lost work time must be approved by the division Vice President;
  - c) there is no limit on the number of course hours that may be taken during off-duty time; and
  - d) members of the faculty who wish to pursue a degree program should consult appropriate college or school rules and requirements.
- ii. part-time employees may not take time off during scheduled work hours to attend class, but there is no limit on the number of course hours that may be taken during off-duty time. Depending on the operational needs of the department, the supervisor may rearrange the work schedule to facilitate the class schedule, in accordance with [UNT Policy 05.022, Flexible Work Arrangements](#);
- iii. an employee may audit courses subject to the preceding restrictions; and

- iv. eligible employees may receive financial assistance in accordance with [UNT Policy 10.025 Employee Tuition Benefit or Employee Dependent Tuition Benefits](#).

### ***B. Required Training***

An employee, based on their role and access to systems, may be required to complete one or more compliance or other trainings annually. The university may also require an employee to attend training as necessary based on the employee's job performance.

### ***C. Training Reimbursement***

Full-time regular employees are eligible for training reimbursement at the discretion of each individual department and available funds. Under [Internal Revenue Code Section 127](#), educational assistance provided to an employee is not taxable, up to a limit of \$5,250 per calendar year, and includes payment for both undergraduate and graduate level courses. Education expenses includes tuition, fees, books, supplies, and equipment. Education expenses do not include the payment for, or provision of, tools or supplies that may be retained by the employee after completion of a course of instruction; education involving sports, games, hobbies (unless job related); meals; lodging; or transportation. Employees are not eligible for reimbursement of the balance of educational expenses for coursework completed at a UNT System institution as the result of participation in the Employee Tuition Benefit or Employee Dependent Tuition Benefit programs described in [UNT Policy 10.025](#). If an employee who participates in the Employee Tuition Benefit program is enrolled in graduate coursework and also receives a training reimbursement under this policy, a single \$5,250 tax shelter will exist for a calendar year.

Training will not be reimbursed for a degree or program that is available at a UNT System institution, unless an exception is granted by the President. If an employee is not accepted into a UNT System institution, reimbursement may be given for the employee to attend a non-UNT Institution.

When the University pays for or reimburses training expenses, the employee must work a minimum of twelve (12) months from the date of the last payment or reimbursement is made. The University may require additional employment terms and conditions depending on cost, degree completion, or other factors. The University must require the employee to agree in writing to comply with the requirements of this policy before the training begins.

#### **1. Exceptions**

The Board of Regents may waive the requirements prescribed above and release the employee from the obligation if such action is in the best interest of the University or is warranted because of an extreme personal hardship suffered by the employee.

#### ***D. Approvals***

The following individuals are authorized to approve participation in training and development programs:

1. Internal Training Program: Immediate supervisor and/or department head. In addition, compliance training may be required by the appropriate office responsible for a compliance function, upon approval of the President or designee.
2. Professional Development Program: Immediate supervisor, department head and/or dean
3. Memberships: immediate supervisor, department head, and/or dean
4. Certifications: immediate supervisor, department head, and/or dean
5. College Course Enrollment: immediate supervisor; department head; and/or dean , and Vice President as applicable

The President may delegate authority for approval of individuals employed at the Vice President level to participate in training and development programs to the respective Vice President. The Vice President is responsible for ensuring that their training and development is compliant with the terms of this policy.

#### ***E. Training Responsibilities***

Information regarding training responsibilities may be found in the [UNT System Enterprise Training Governance Guidelines](#).

#### ***F. Time Off***

Time away from work attending authorized training must be treated as hours worked. Travel time to and from training sites or locations must also be considered as hours worked when the training is not at the employee's regularly assigned place of employment.

#### ***G. Travel Reimbursement***

Travel requests associated with training and development must follow [University of North Texas System Travel guidelines](#).

### **V. References and Cross-References**

[Internal Revenue Code Section 127](#)  
[Texas Government Code Chapter 656, Subchapter C](#)  
[Regents Rule 05.400, Employee Training and Education](#)  
[UNT System Enterprise Training Governance Guidelines](#)  
[UNT System Travel Guidelines](#)  
[UNT Policy 05.022, Flexible Work Arrangements](#)

[UNT Policy 06.010, Development Leave](#)

[UNT Policy 10.025, Faculty, Staff, Retiree, and Dependent Educational Scholarship](#)

**VI. Revision History**

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