LONG-TERM TRAINING

Overview

Long-term training (LTT) as used in this policy means 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 Health Science Center 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.

The LTT referred to in this policy does not include training required by state or federal law or that is determined necessary by the Health Science Center and offered to all employees performing similar jobs.

Policy

If an employee of the Health Science Center receives LTT that is paid for by the Health Science Center and during the LTT period the employee does not perform the employee’s regular duties for three (3) or more months as a result of LTT:

1. The employee must work for the Health Science Center following the LTT for at least one (1) month for each month of the LTT period; or,

2. The employee must pay the Health Science Center 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 was not accounted for as paid vacation or compensatory leave.

If an employee of the Health Science Center 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 Health Science Center 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.
The Health Science Center 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 the LTT subject to this policy and Subchapter D of the *Government Code*.

Before an employee receives long-term training (LTT) that will be paid for by the Health Science Center and during which the employee will not be performing his or her regular duties for three (3) months or more, the Health Science Center will require the employee to agree in writing to comply with the requirements of this policy before the LTT begins.