

## **Training and Education Policy**

### **Texas Legislative Council Employee Handbook, September 2020**

Sec. 3.08. Training and Education. (a) An employee seeking training related to the employee's duties may apply for state payment of participation in the program. Books and other materials purchased during the course of the training are council property. Written certification indicating passage of all course work must be turned in to the accounting and purchasing section on completion of the training.

(b) An employee may apply to the employee's division director for reimbursement of tuition and fees for higher education courses. The employee must be a regular full-time employee of the council and must have been employed by the council for at least six months in a regular, not temporary, position before the date the course begins. The course must be related to the employee's job duties or the duties of a job for which the employee is eligible for promotion. An employee must receive written approval of the reimbursement from the employee's division director and the executive director before the course begins. The employee must successfully complete the course with a grade of B or better. To be reimbursed, the employee must submit to the accounting and purchasing section the written approval, evidence of successful completion

of the course work, and copies of the tuition and fee receipts. In return for the council paying those costs, the employee must agree in writing to reimburse the council for amounts paid (on a pro rata basis) if the employee leaves council employment within 12 months after completion of the course or withdraws from the course or otherwise fails to complete the course with a passing grade.

(c) See Section 5.04 for the policy governing consideration of class time as time worked.

(d) An employee may seek approval to attend a conference, course, or training that will benefit both the council and the employee, and then consult with their manager to consider the employee's attendance. If attending the conference, course, or training is approved by their manager, the request should be directed to the employee's division director for approval. If approved, the employee should follow procedures outlined in Section 8.04 to request council reimbursement for the conference, course, or training. To be eligible for council payment of a professional certification or license fee, the employee must be a regular full-time employee of the council. The professional certification or license must be related to the employee's job duties or the duties of a job to which the employee is eligible for promotion. To be reimbursed or for direct payment, the employee must include copies of the fee receipts with the submitted request. In return for the council paying professional certification or license fees, the employee must agree in writing that the employee may be required to reimburse the council for amounts paid (on a pro rata basis) if the employee leaves council employment within 12 months of the payment or reimbursement. The employee's division director may determine whether the employee is required to reimburse the council under this subsection based on the merits of an individual case.