

PROCEDURE LIT.5.04.01
EMPLOYEE TRAINING

SCOPE: Faculty and Staff

1. Seminars and Workshops:

- 1.1. Employees may take time off from regularly assigned duties to participate in seminars, workshops or similar training events of a limited duration if the employee's supervisor(s) determines that the seminar, workshop, or similar training events will enhance the employee's job performance.
- 1.2. Subject to availability, funds may be expended for employee participation in seminars, workshops or similar training events of limited duration if the following conditions are met:
 - 1.2.1. The employee's supervisor has determined that the seminar, workshop, or similar event will enhance the employee's job performance.
 - 1.2.2. Reimbursable expenses incurred (i.e., attendance charges, tuition, course-related materials, and travel expenses) are determined to be cost-effective.
 - 1.2.3. Travel expenses will be reimbursed if the necessity of travel is justified (e.g., the training is not available through a local source).
 - 1.2.4. The travel request was approved by the employee's supervisor in advance of the training.
- 1.3. Travel expense reimbursement for seminars, workshops, and similar training events must meet all applicable policies, procedures, rules, and statutory provisions regarding travel by LIT employees.

2. Continuing Professional Education:

- 2.1. Funds may be expended for continuing professional education required to maintain a professional license or certification for those positions which require such licenses or certification and for positions in which a license or certification is desirable.
- 2.2. Employees in such positions may have time off from regularly assigned duties to satisfy continuing professional education requirements.

3. College Courses

- 3.1. Subject to the availability of funding, employees may be reimbursed for certain college courses if the following conditions are met:
 - 3.1.1. The employee's supervisor has determined that the course will enhance the employee's job performance.
 - 3.1.2. The course is taken in accordance with the LIT Employee Education and Training Plan.

4. Restrictions on Certain Training

- 4.1. If an employee receives training and during the training period the employee does not perform the employee's regular duties for three or more months as a result of the training, then the employee must agree in writing before the training begins to:
 - 4.1.1. Work for Lamar Institute of Technology (LIT) following the training for at least one month for each month of the training period; or
 - 4.1.2. Reimburse LIT for all the costs associated with the training that were paid during the training period, including any amounts of the employee's salary that were paid and that were not accounted for as paid vacation or compensatory leave.
- 4.2. An employee may make a written request to the President of LIT to waive the requirements of section 4.1 and release an employee from the obligation to meet those requirements. The President may authorize such a waiver if he/she finds such action is in the best interest of LIT or is warranted because of an extreme personal hardship suffered by the employee.
- 4.3. If the employee does not provide the services required under section 4.1, provides those services for less than the required term, or fails to make any required payments and is not released from the obligation, the employee is liable to LIT for the obligated amount, and reasonable expenses incurred in obtaining payment, including reasonable attorney's fees and other collection costs.

Related Policies: LIT.5.04 Employee Development

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents: TSUS Rules and Regulations Chapter 5 Section 6

Relevant Statutes: Texas Government Code Chapter 656, Subchapters C&D

Relevant SACSOC Standards: 6.5

Document History:

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