

**Institutional Handbook of Operating Procedures**  
**Policy 03.05.03**

Section: Employee Policies	Responsible Vice President: VP Human Resources and CHRO
Subject: Training and Development	Responsible Entity: Human Resources

**I. Title**

*Long-Term Training (LTT)*

**II. 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.

**III. 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.

**IV. 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.

**V. 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*.

**VI. Relevant Federal and State Statutes**

[Texas Government Code 656.102](#)

**VII.** Dates Approved or Amended

<i>Originated: 10/08/1999</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
01/08/2010	02/04/2022

**VIII. Contact Information**

Human Resources

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(409) 772-2630