

Chapter: Training and Staff Development	Effective Date: 1/1/19
Title: Training Requirements for Supervisors and Employees	Page: 1 of 4
	Replaces: PRS.39.01, 2/15/17

(a) **Standard.**

TJJD employees and their supervisors are responsible for knowing and adhering to TJJD's requirements related to training.

(b) **General Requirements.**

(1) **Supervisors.**

(A) Supervisors are responsible for:

- (i) knowing the individual training requirements for each employee under their direct supervision;
- (ii) providing each employee with written notice of that employee's training requirements within the first 10 days of employment or change in job function;
- (iii) ensuring that, for each employee, a [Training Requirements Employment Agreement, HR-004](#), has been completed with Human Resources within the first 10 days of employment or change in job function; and
- (iv) ensuring that employees are scheduled for and receive required training within the timelines established in (b)(2).

(B) Supervisors may access an employee's training requirements using the Juvenile Justice Training Academy (JJTA) training portal found on TJJD's intranet. (See [An Employee's Guide to Accessing the JJTA Training Portal](#).)

(C) If an employee fails to complete the required training within the timelines established in (b)(2), the supervisor must justify the failure in writing to the appropriate [chief local administrator](#).

(D) If a supervisor receives written notice that an employee has failed to earn credit for a training course, as described in [TRN.03.05](#), the supervisor ensures a corrective action plan is in place or refers the employee to Human Resources for possible action, including administrative [separation](#).

(2) **Employees.**

(A) Employees are responsible for:

- (i) knowing their individual training requirements; and
- (ii) ensuring they are scheduled to attend training by the designated date.

(B) Employees may access their training requirements using the JJTA training portal found on TJJD's intranet. (See [An Employee's Guide to Accessing the JJTA Training Portal](#).)

(C) Employees attending classroom training are expected to:

- (i) arrive on time; those who are late may not be allowed to stay if they do not meet the minimum attendance requirements for the course, as described in (3);

- (ii) attend the entire course; those who leave before the scheduled end of the course may not receive credit for the course;
- (iii) show respect toward the instructor and other employees, display tolerance for differing opinions, and contribute to a safe and nonjudgmental environment by refraining from any condescending or discriminatory remarks and/or actions;
- (iv) inform the trainer, at the beginning of the course, of any medical, language, or literacy issues that would prevent the employee from successfully completing the course;

Note: The trainer refers all such issues to Human Resources to determine whether an accommodation is necessary.
- (v) avoid side conversations during instruction;
- (vi) ask the trainer to clarify any topic that is unclear;
- (vii) complete the evaluation form provided at the end of each course;
- (viii) avoid distractions, including minimizing the use of state-issued or personal cell phones for calling, texting, and checking emails;
- (ix) refrain from using tobacco products, including smokeless tobacco and electronic cigarettes or vaporizers, during class and use such products only in designated areas; and
- (x) avoid consuming any food or beverage during class that may be distracting to others.

(D) Employees who disrupt training or do not meet the expectations found in (C) may be dismissed from training.

(E) Employees who are newly hired or who have changed positions must successfully complete all required pre-service classroom training and/or on-the-job training, except for equal employment opportunity (EEO) training, within the first 90 days of employment or a change in job function that requires additional training. Newly hired employees must complete EEO training within the first 30 days of employment, in accordance with [PRS.01.01](#).

(F) Employees must successfully complete all required annual or specialized training within the due dates required by TJJJ's training tracking system, unless an accommodation has been granted in accordance with [PRS.01.10](#). Employees have a 60-day grace period beyond the original due date for completing required training.

(G) Employees who fail to successfully complete the required training within the designated time frame are subject to disciplinary action, including having their sole-supervision status removed or being administratively separated due to failure to meet criteria for continued employment, in accordance with [PRS.11.21](#).

(H) Employees in positions that require them to be licensed or credentialed have a professional, personal, and ethical responsibility to keep the license or credential up to date. Failing to do so may subject the employee to administrative separation due to failure to meet criteria for continued employment, in accordance with PRS.11.21.

(3) **Attendance at Training.**

Employees must attend 80% of a course to receive credit for that course, except for Handle with Care, cardiopulmonary resuscitation (CPR), first aid, and automated external defibrillator (AED), which require 100% attendance.

(4) Successful Completion of a Training Course.

- (A) For courses with a competency-based test, an employee must complete the related training before taking the test.
- (B) An employee is given three attempts to pass the test.
 - (i) Written tests require a score of 70% or higher except for CPR, first aid, and AED, which require 80% or higher.
 - (ii) Hands-on tests require a demonstration of competency of the required skills, as determined by the training specialist.
- (C) If an employee is unable to pass the test without assistance after two attempts, the chief local administrator or trainer may require the employee to take the course a second time before the employee attempts the test for a third time.
- (D) If an employee is unable to pass the test without assistance after three attempts, the employee is not given credit for the course.
- (E) If an employee does not receive credit for a training course, the chief local administrator refers the employee to Human Resources:
 - (i) for transfer into a position that does not require the test that the employee did not pass (e.g., transfer to a non-hazardous duty position for an employee who did not pass the new-hire competency test); or
 - (ii) to separate the employee from employment with TJJJ for failing to complete the required training.
- (F) An employee who is dismissed from the test for cheating or otherwise failing to follow test rules provided by TJJJ will be referred to Human Resources for possible action, including termination of employment. The employee is not eligible to take the test again or remain in a position for which the test is required.
- (G) When administering a written test, a trainer must comply with TJJJ's proctoring rules.

(5) Training Required for Sole Supervision.

- (A) An employee in a [hazardous duty position](#) is required to successfully complete a competency test for classroom-based new-hire training, as noted in the employee's training requirements.
- (B) Juvenile correctional officers (JCOs) must complete at least 240 hours of training before being approved for the sole supervision of youth and at least 60 hours of additional training within the first year of employment, in accordance with [Section 242.009, Human Resources Code](#), and [GAP.380.9951](#).
- (C) For a non-JCO who receives hazardous-duty pay to be approved for sole-supervision status, the JJTA must verify that he/she has completed, at a minimum, the following coursework:
 - (i) Handle with Care;
 - (ii) CPR, first aid, and AED;
 - (iii) suicide prevention;
 - (iv) Prison Rape Elimination Act (PREA) and preventing sexual misconduct; and
 - (v) any new-hire training identified in the employee's training requirements.

- (D) If an employee loses his/her sole-supervision status due to a failure to complete the required new-hire or annual training within the approved time frame, the JJTA provides written notice to the employee, his/her immediate supervisor, and the chief local administrator. The employee is no longer eligible to independently supervise youth.
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