

Training and Travel

Job Skills Based Training Program

The Utilities Department is involved in a comprehensive certification training program. All new employees will be required to take this certification training as a condition of employment.* The following positions require certification within the first 18 months of employment (positions may be added or deleted as work requirements change):

Chilling Stations Maintenance:

Chilling Station Maintenance Mechanics
Chilling Station Electrical and Instrument Technicians

Chilling Station Operations:

Chilling Station Operators
Water Treatment Laboratory Technicians

Electrical Distribution:

Electrical Distribution Electricians
Power Systems Technicians
Emergency Systems Technicians

Mechanical Distribution:

Maintenance Mechanics
Steam Fitters
Utilities Plumbers
Utilities Insulators

Power Plant Electrical Maintenance:

Power Plant Electrical and Instrument Technicians

Power Plant Machine Shop:

Power Plant Machinists

Power Plant Mechanical Maintenance:

Power Plant Maintenance Mechanics and Workers
Power Plant Utilities Welders
Power Plant Utilities Insulators

Power Plant Operations:

Utilities Station Operators
Water Treatment Lab Technicians

The purpose of the Utilities Job Skills Based Program is to certify employees to a national standard for the position they are currently performing and create opportunities for advancement, should employees choose to proactively certify for other positions in the department.

This certification is based on a minimum of 29 different test based safety modules, hands on testing for all job specific equipment. When the employee is certified for his/her job classification the employee will be trained to a national standard for that specific job title.

***Employment will not be terminated for existing employees who fail to certify if they hold any of the above mentioned positions before the implementation of the job skills based program. However, evaluation scores will note their certification failure after the 18-months waiting period, which may impact future merit increases or promotions.**

Please contact your shop supervisor to arrange a time to complete the training for your present job. For all other questions such as the procedures for taking the certification training please contact the Utilities Safety Office headed by Bo Lawrence at 475-6777 or his assistant Paul Willard at 232-7531.

Business Training and/or Travel

Prior approval for all business training (including continuing education classes) and/or travel is required for absences of employees from the campus for periods of half a day or more. Such costs can include but are not limited to the following: conference and training registration fees, parking, meals, lodging, and transportation. Training/classes that are on campus and available at no cost only require supervisor approval.

To request training and/or travel authorization the following steps must be followed:

1. Fill out and complete the Utilities Training/Travel Registration Form ***two to three weeks in advance***.
2. Fill out the training registration application (when applicable) and attach it with the Utilities Training/Travel Registration Form. (All registrations regardless of the type will be coordinated by the Executive Director's Administrative Associate).
3. Submit application and form to supervisor, manager, and assistant/associate director to receive signature approval and give all documentation to Executive Director's Administrative Associate, located on PPE 5th Floor Lobby.

Keep in mind that your first-line supervisor has primary responsibility for your technical training and development as an employee. If you feel you have some training needs, you should discuss these with your supervisor. Your supervisor may assign you to a more experienced employee for on-the-job training or arrange for outside formal or self-paced instruction.

For any training and/or travel questions or assistance with the registration form call 471-2918.

Also refer to [Travel](#) under the Handbook of Business Procedures for more information.

Other Required Training

Compliance Training

The University of Texas at Austin has an established Institutional Compliance Program and requires new employees to read the *Employee Compliance Guide* and sign an Acknowledgment Form.

In addition, you will also be required to participate in a *general compliance training offered in web-based modules*. Depending on the job position, some employees will receive training in a group setting and others will be required to take additional training specific to the work situation.

Both the Employee Compliance Guide and the online Compliance Training System provide new employees information about how to perform job duties and responsibilities in compliance with applicable federal and state laws. It is also an educational and informational tool to train employees regarding the conduct required of them in the workplace.

Please note that State law requires employees to complete the sexual harassment (CW 121) and equal employment opportunity (CW123) online training modules **within thirty (30) days of employment and every two years thereafter**. The University also requires that additional training modules be completed by each employee.

To start the online Compliance Training System modules visit the following website link:
<https://utdirect.utexas.edu/cts/index.WBX>