

BURRELL COLLEGE
of
HEALTH SCIENCES
POLICY MANUAL

SECTION: Human Resources
TOPIC: Compliance Training
Approved:

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POLICY

All employees shall be required to complete annual compliance training consisting of compliance related rules, regulations and laws to help employees fulfill their job responsibilities in an ethical and legal manner. Other individuals, such as contractors, may be required to complete general and/or specific compliance training required for their position.

RESPONSIBLE OFFICIAL(S):

Office of Human Resources

PROCEDURE:

1. Each June, the Office of Human Resources will consult with the Office of Institutional Effectiveness to review the list of required compliance training offerings.
2. Completion of compliance training is a condition of employment. If compliance training is not completed by the required completion date, an automated notification will be sent to the employee via the training system.
3. Failure to complete the training within the next ten (10) days following the notification may result in disciplinary action within the existing policies and procedures, including suspension without pay and/or dismissal. In addition, those who do not complete the training may lose access to College systems, until compliance is achieved.
4. Failure to comply with the required training program will be considered during annual performance evaluations.

CROSS REFERENCE: