


<b>Name of Policy:</b> <u>Mandatory Training</u>		 <b>Effective date:</b> November 20, 2019 <b>Original effective date:</b> October 30, 2017	
<b>Policy Number:</b> 3364-25-127			
<b>Approving Officer:</b> President			
<b>Responsible Agent:</b> Associate Vice President and Chief Human Resources Officer, Executive Director Compliance and Internal Audit			
<b>Scope:</b> The University of Toledo – All Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

It is the policy of The University of Toledo employees to adhere to all applicable Federal, State, and university rules and regulations in the course of their jobs. It is the obligation and responsibility of administrators and university personnel to educate and update university personnel when applicable to ensure compliance with these rules and regulations.

(B) Purpose of Policy

To offer compliant and standardized training on Federal/State regulatory programs

(C) Procedures

The primary components of the University’s compliance training for Employees include, but are not be limited to the following:

- (1) New hire orientation: employees will receive an overview of the most significant University policies and information about the University’s Anonymous Reporting Line and the State of Ohio’s Ethics Hotline. They will also learn where and how to find additional guidance on these subjects.
- (2) First 30 Days of Employment: The University will use the first 30 days of employment to supplement the following compliance information the employee received at new hire orientation:
  - (a) Ohio Ethics (including conflict of interest – all employees)
  - (b) Title IX – VAWA (including supervisor anti-harassment – all employees)

- (c) HIPAA Basics (all departments listed as part of the Hybrid and Affiliated Covered Entity, and all employees who reside on the Health Science Campus, according to the HIPAA Organizational Structure and Administrative Responsibilities Policy #3364-15-01.)
  - (3) Recurring Training; Employees will receive compliance training on a regular and ongoing basis. Most recurring compliance training occurs on a one-to-two-year cycle from date of hire.
    - (a) One-Year Cycle
      - (i) Ohio Ethics including conflict of interest (all employees)
      - (ii) HIPAA (all departments listed as part of the Hybrid and Affiliated Covered Entity, and all employees who reside on the Health Science Campus, according to the HIPAA Organizational Structure and Administrative Responsibilities Policy #3364-15-01.)
    - (b) Two-Year Cycle  
Title IX – VAWA (all employees; there may be areas required to have the training annually)
- (D) Roles and Responsibilities
  - (1) Internal Audit and Compliance: Provide training content
  - (2) Human Resources: Deliver training content, monitor participation, take necessary follow-up actions
  - (3) Department Heads: Ensure all employees attend and/or take the specific training
- (E) Compliance education for Non-Traditional Staff
  - (1) Non-Traditional Staff for purpose of this policy, are defined as contract, agency, and temporary employees working at the University of Toledo for a limited period of time.
  - (2) It is the responsibility of department managers, directors, and contract supervisors to ensure that all non-traditional staff employees who will not be attending the new employee orientation held twice monthly are educated on basic compliance protocols.
- (F) Senior Leadership reserves the right to add additional training as needed.
- (G) Failure to follow university policies may result in discipline up to and including termination.

<p>Approved by:</p> <p><i>/s/</i> Sharon L. Gaber, Ph.D. President</p> <p><u>November 20, 2019</u> Date</p> <p><i>Review/Revision Completed by: Associate VP and Chief HR Officer, SLT</i></p>	<p><b>Policies Superseded by This Policy:</b> n/a</p> <p>Original effective date: October 30, 2017</p> <p>Review/Revision Date: November 20, 2019</p> <p><b>Next review date:</b> November 21, 2022</p>
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