

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.10	Employee Development and Training	Revised:	December 2001
Policy 4.10.1	Compliance Training	Responsibility:	Vice President for Human Resources

COMPLIANCE TRAINING

Policy

1. The Health Science Center is committed to complying with all applicable laws, policies, procedures, rules, and regulations that apply to its operation. In order to help ensure compliance in all areas, the University offers compliance training in a variety of areas.
 2. Each employee is required to attend certain mandatory training sessions based on his or her job responsibilities. Training for the identified areas must be completed within a specified timeframe.
 3. Failure to meet training requirements will result in disciplinary actions as noted in [Section 4.10.4](#), "Disciplinary Actions for Failure to Attend Compliance Training Sessions", of the *Handbook of Operating Procedures*.
 4. Each department responsible for training will maintain the necessary training attendance documentation.
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