

CORPORATE POLICY

SUBJECT: Compliance Training

CATEGORY: Human Resources

ORIGINAL DATE: January 2017

REVIEWED DATE: November 28, 2017

REVISION DATE: November 28, 2017

I. POLICY:

As recipients of funding from the Federal Government, the Lake County Health Department and Community Health Center (LCHD/CHC) requires all employees and related parties to attend an annual training on the elements of the compliance program and the organizational expectation to act in accordance with applicable laws, policies and standards.

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

- A. Training will consist of an overview of the compliance program, relevant agency policies and other compliance related rules, regulations and laws to help employees fulfill their job responsibilities in an ethical and legal manner. A passing score on post-tests may be required for certain courses.
- B. All staff will be required to attest annually that they have received compliance training and understand the following:
 1. How to ask questions of or to report concerns to the Compliance Officer.
 2. LCHD/CHC policy prohibits retaliation against any individual asking questions or reporting concerns in good faith to the appropriate authority.
- C. Individuals may also be required to receive specialized compliance training as needed for their positions.
- D. Staff who do not complete training by the appropriate deadline are subject to disciplinary action up to and including dismissal. Management, in consultation with Human Resources and in accordance with applicable collective bargaining agreements, will be responsible for issuing disciplinary action for non-compliance.
- E. The Compliance Officer, in coordination with the Organizational Development staff, is responsible for coordinating and providing annual compliance training. Training may be offered in multiple formats to provide employees with ample opportunity to complete the training by the appropriate deadline. Completion of training will be tracked through a test or survey.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____