

CORPORATE POLICY

SUBJECT: Compliance Training	CATEGORY: HR
	ORIGINAL DATE: January 2017
	REVIEWED DATE: February 22, 2017
	REVISION DATE: February 22, 2017

I. POLICY:

As recipients of funding from the Federal Government, the LCHD/CHC is required to provide all employees and related parties with annual training on elements of the compliance program and the LCHD/CHC's expectations that all will act in accordance with applicable laws, policies and standards.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE:

- A. All staff shall complete annual compliance training. 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.
- B. All staff will be required to attest annually that they have received compliance training and that they understand the following:
 - How to ask questions of or to report concerns to the Compliance Officer.
 - 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 the Human Resources Office 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 Organization Development staff, is responsible for coordinating and providing annual compliance training. Training may be offered in multiple formats in order 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.

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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: _____