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- (2) Humanresources: deliver training content, monitor participation, take necessary follow up actions
 - (3) Departmentheads 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.

Approved by:

/s/

Gregory Postel, MD
President