



Ohio Administrative Code

Rule 3337-40-130 Employee educational program and compliance.

Effective: January 16, 2025

(A) Introduction

Ohio university is committed to providing educational training programs that clarify expectations and responsibilities for all employees, uphold the highest standards of professionalism, ethics, and regulatory compliance, and establish risk management.

(B) Purpose

Compliance training is a critical element of an effective university compliance program. The university is committed to providing general and specific compliance training so that university employees understand their obligations and responsibilities in accordance with applicable laws, regulations, and policies that regulate higher education institutions.

(C) Coverage and scope

This policy applies to all full and part-time faculty and staff, adjunct faculty, and student employees, including graduate students with a stipend that includes a service work component.

"Training" in this policy, means instruction, teaching, or other education designed to enhance the ability of the employee to perform their job. Required training may be mandated by federal or state regulations or address legal, financial, reputational, operational, technological, data security, or physical risks that could significantly impact members of the university community.

(D) Policy

The university will deploy appropriate training programs for employees. The university president (or delegate) will make final decisions regarding mandatory employee training described in this policy. The university may add, change, or assess elements of the university's training program as



deemed appropriate and necessary.

In addition to mandatory training for all employees as described above, employees may be required to complete additional, role-specific training as needed for their positions, to maintain the institution's compliance with applicable laws, policies, or to enhance safety and technical preparedness, or to improve operations or departmental function.

Specialized training may be required for certain employees to ensure a safe working environment or as part of a performance improvement plan.

(E) Timing and frequency

The primary components of the university's mandatory training program for employees include, but are not limited to the following:

(1) New employee training:

(a) New employee orientation: Ohio university will provide an overview of university policies as part of new employee orientation. Employees are required to complete new employee orientation on-line or in-person as determined by university human resources.

(b) First thirty days of employment: all new employees must complete any assigned university-wide compliance training to supplement compliance information provided during new employee orientation.

(c) New employees must complete role-specific and specialized training assigned by their departments within assigned time frames.

(2) Undergraduate and graduate student employees may be required to complete compliance training as mandated by state or federal law or as assigned by Ohio university. This includes graduate students with a stipend that includes a service work component such as research, administrative, programmatic, or teaching duties. Student employees may be required to complete applicable role-specific training and other assigned training.



(3) Recurring training: employees are required to complete renewal training on a regular and ongoing basis as assigned.

(4) Volunteers and temporary employees who are not required to complete new employee orientation such as individuals working at the university for a limited period, including but not limited to contract, agency, or seasonal employees, are required to complete mandatory compliance training courses and applicable role-specific training. The academic or administrative department, in consultation with human resources, is responsible for ensuring that temporary employees complete the required compliance training courses.

(F) Roles and responsibilities

(1) Planning units and departmental leadership are responsible for ensuring all employees within that unit attend and complete all required training.

(2) Role specific training that spans multiple units will be coordinated by the unit with subject matter expertise in the training to be assigned.

(3) The office of audit, risk, and compliance will monitor institutional compliance with this policy.

(G) Condition of employment

(1) Completion of required training is considered part of an employee's performance. Employees who fail to follow this policy may be subject to a range of disciplinary action, up to and including suspension of access to university systems, ineligibility for merit raises, or termination and in accordance with employment contract or bargaining unit agreements.

(2) The time an employee spends taking either university-side compliance training, role-specific training, or other specialized training required by the university, or a supervisor is considered time worked.

(3) Employees on approved leave: an employee on approved paid or unpaid leave on the deadline



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date for any mandatory training shall be granted a reasonable period to complete the training upon the employee's return to work.