

Policies of the University of North Texas Health Science Center	Chapter 05 Human Resources
05.518 RESPONSIBILITIES AND RIGHTS OF EMPLOYEES UNDER THE UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER'S COMPLIANCE PROGRAM	

Policy Statement.

The University of North Texas Health Science Center Compliance Program reflects the commitment of the health science center to carrying out the mission of the center in an ethical manner by complying with all relevant federal and state laws and regulations. Managers, supervisors, and employees have certain responsibilities and rights under this Compliance Program as defined below.

Application of Policy.

Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

Responsible Party

- Rights:** All employees of the health science center have the right to report suspected compliance failures either to University administrative authorities or to the appropriate state or federal regulatory agency that monitors compliance with a particular law. Institutional administrative authorities include the center's Compliance Officer, Equal Employment Opportunity Representative, Human Resources Representative, Auditor, Legal Counsel, Vice Presidents, Deans, Directors, Department Heads, or other supervisors.

Employee

Employees who report compliance failures in good faith shall be protected from retaliation. Anyone who retaliates against an employee who reports a compliance failure shall be subject to disciplinary action including dismissal.

To the extent permitted by law, employees also have the right to confidentiality of their reports. Employees who report compliance failures may choose not to be identified, and in sensitive cases the substance of their report will also be treated confidentially to the extent allowed by law.

- False Reporting:** Intentionally making false reports regarding compliance and non-compliance is a serious matter that can constitute grounds for disciplinary action including dismissal.

Employee

3. **Supervisory Staff Responsibilities:** All managers and supervisors of the health science center have the following responsibilities: Managers and Supervisors
- a) to be knowledgeable of federal and state laws that impact their administrative unit
 - b) to inform their employees of the specific regulatory requirements that apply to their job functions
 - c) to recommend or provide training that employees need to remain in compliance with the law.

4. **Employee Responsibilities:** All employees of the health science center have the following responsibilities: Employee
- a) to adhere strictly to federal and state laws as a condition of employment
 - b) to participate in periodic training on compliance and on the legal topics that relate directly to their job functions
 - c) to report suspected non-compliance with applicable federal and state laws.

Employees are also encouraged to self-report compliance failures for which they may be personally responsible. They do not escape responsibility for their actions, but such report may mitigate any disciplinary action imposed.

References and Cross-references.

03.101 Institutional Compliance policy

Forms and Tools.

None

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