

Subject: EMPLOYEE DISCOUNT PROGRAM

Date: June 7, 2017

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Replaces Policy Dated: N/A

PURPOSE: To establish a Pinal County policy for accepting employee discounts/services to be used in a responsible and legal manner free of coercion.

SCOPE: This policy applies to all Pinal County employees, elected and appointed officials, and the members of appointed boards, committees, and commissions.

STATEMENT OF POLICY: It is the policy of Pinal County to permit certain designated providers to offer their products and services to Pinal County employees at a discounted rate under the provisions of an employee discount program.

DEFINITIONS:

Provider: An eligible business entity that is in compliance with applicable Pinal County's Policies and Procedures, state, and local laws including certification requirements applicable to the provisions of a particular service or product.

Discount Rate: Is a rate established by a provider that will give Pinal County employees a meaningful (minimum 10%) point-of-sale discount off the retail price of selected goods and services during normal business hours upon the presentation of reasonable evidence of County employment by a valid employee identification card or other reasonable evidence of County employment when purchasing a product or service.

PROCEDURES FOR PARTICIPATION AS A PROVIDER:

1. The Employee Discount Program will be administered by the Human Resources Department.
2. Interested providers must complete the Employee Discount Program Request Form describing their products or services, the proposed discount rate, and all other requested information.
3. Once completed, the Employee Discount Program Request Form is reviewed by the Human Resources Director to determine compliance with provisions of the Employee Discount Program policy.
4. If the applicant's request is denied, the provider will receive appropriate notification. All decisions of the Human Resources Director are final. There is no appeal rights associated with the Employee Discount Program.

5. If approved, the Human Resources Director will authorize the provider's information to be displayed on the County's HR website.

PARTICIPATION GUIDELINES FOR EMPLOYEES: Pinal County Employee Discount Program website and all information concerning the Employee Discount Program will contain a link to this policy and the following disclaimers:

1. Employees of the County are encouraged to compare prices, services, and products before purchasing and/or signing any purchasing agreement with any provider.
2. Employees must discuss directly with the provider any questions or concerns that they have with the provider's products or services.
3. Participation by an individual or a business in Pinal County's Employee Discount Program does not constitute an endorsement by the County of the individual or business or the products or services offered by the participating provider.
4. Inclusion of a product or service in the Employee Discount Program is not a guarantee by the County of the quality or performance of a product or service.
5. The County is not responsible for any disputes arising between a participating provider and an employee as the result of an agreement or transaction entered into between such a provider and the employee.
6. Services and products of the Employee Discount Program do not constitute compensation to employees.
7. Products and services of the Employee Discount Program are available on the same basis to all employees of Pinal County.
8. Specific products and services, as well as the Employee Discount Program itself, are subject to discontinuation at any time.

PROVIDER ELIGIBILITY AND RESPONSIBILITIES:

1. Require the employee to present a valid employee identification card or other reasonable evidence of County employment when the employee purchases the product or service.
2. Provide a valid physical mailing address and telephone number. Agree to keep its website information up to date if it uses a website to communicate information to employees regarding prices, products, services and dates discount is being offered.
3. Immediately notify the HR Director in writing regarding any discount items that have been discontinued or withdrawn.
4. Not solicit in the workplace or contact an employee in person, via email or by written materials during the employee's workday except as authorized by the HR Director for County approved events.
5. Comply with applicable Pinal County Rules and Regulations, policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.

6. Will not use Pinal County logos or seals or otherwise imply that participation in the Employee Discount Program is an endorsement of the provider's product by Pinal County.

NO CONTRACT, AGENT RELATIONSHIP, LEGAL DUTY OR LIABILITY: A provider's participation in the Employee Discount Program does not constitute or create a contract or an agent relationship between the provider and Pinal County and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with Pinal County.

CANCELLATION OF PRODUCTS OR SERVICES:

1. The County may discontinue the Employee Discount Program at any time or discontinue a provider's participation in the program or the provider's ability to offer a particular product or service without advance notice.
2. Products and services offered through this program do not constitute compensation to eligible employees.
3. The County may remove a provider from the program based on complaints from employees or for any other reason deemed to be in the best interest of the County and its employees.