



**I. 4.8.10 Employee Discount Program**

Chapter 4 - General Personnel	Original Effective Date: February 2009
Section: 4.8 Benefits	Date Last Reviewed: August 2024
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: August 2024

**II. Purpose**

To permit certain designated providers to offer their products and services to UT Health San Antonio employees at a discounted rate under the provisions of the Employee Discount Program (EDP). This policy is intended to comply with The University of Texas (UTS) policy, *UTS141 Employee Discount Programs*.

**III. Scope**

This policy applies to all actively employed UT Health San Antonio faculty and staff, collectively referred to as employees for the intent of this policy.

**IV. Policy**

Participation by an individual or business in the [Employee Discount Program \(EDP\)](#) does not constitute an endorsement by UT Health San Antonio of the individual or business or the products or services offered by the participating provider.

Inclusion of a product or service in the EDP is not a guarantee by UT Health San Antonio of the quality or performance of a product or service.

UT Health San Antonio is not responsible for any disputes arising between a participating provider and the employee as a result of an agreement or transaction entered into between the vendor and the employee.

**A. Provider Eligibility and Requirements**

1. Product and service providers owned or controlled by UT Health San Antonio officers and/or employees may not participate in the EDP.
2. To participate in the EDP, a provider must:
  - a. Require employees to present a valid employee identification card or other reasonable evidence of UT Health San Antonio employment when purchasing a product or service.

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- b. Provide a valid physical mailing address and telephone number.
- c. Not offer discounts to products or services, such as cigarettes or other tobacco or smoking products, gambling services or venues, sexual services or adult entertainment, alcohol, or firearms.
- d. Agree to keep its website information up to date if it uses a website to communicate information regarding prices, products, services, and dates discount is being offered.
- e. Immediately notify the [EDP Coordinator](#) in writing regarding any discount items that have been discontinued or withdrawn.
- f. Not solicit on campus or contact employees in person, via email or by written materials during the individual's workday except as authorized by the EDP Coordinator in compliance with the *Regent's Rule 80103 Solicitation*, and UT Health San Antonio policies concerning solicitation.
- g. Not disclaim knowledge of or responsibility for the authenticity or legality of its product or service.
- h. Comply with applicable *Regents' Rule 80103, Solicitation*, UT Health San Antonio policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
- i. Not use The University of Texas System or UT Health San Antonio logos or seals or otherwise imply that participation in the EDP is an endorsement of the provider's product by The University of Texas System or UT Health San Antonio.

#### B. Guidelines for Employees

1. Employees are encouraged to compare prices, services, and products before purchasing and/or signing any purchasing agreement with a provider.
2. Employees must discuss directly with the provider any questions and concerns they have with the provider's products or services.
3. Services and products of the EDP do not constitute compensation to the employee.
4. Products and services of the EDP are available on the same basis to all employees of the institution.
5. Specific products and services, as well as the EDP itself, are subject to discontinuation at any time.

#### C. No Contract, Agent Relationship, Legal Duty, or Liability

A provider's participation in the EDP does not constitute or create a contract or an agent relationship between the provider and The University of Texas System or UT Health San Antonio and participation as a discount service or product provider is separate and distinct from the provision of any services through a vendor contract with The University of Texas System or UT Health San Antonio.

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##### D. Cancellation of Program, Discontinuation of Participation or Products and Services

1. UT Health San Antonio may discontinue the EDP 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. UT Health San Antonio may remove a provider from the EDP based on complaints from employees, or for any other reason deemed to be in the best interest of UT Health San Antonio and its employees.

##### V. Definitions

When used in this document, the following words have the meaning set forth below unless the context requires a different meaning.

Provider - an eligible business entity that is in compliance with applicable University of Texas System Board of Regents' Rules and Regulations, UT Health San Antonio policies, and state laws including certification requirements applicable to the provision of a particular service or product.

Discount Rate -a discount rate established by a provider that will give employees a meaningful (minimum of ten percent) point-of-sale discount off the retail price of selected goods and services upon presentation of reasonable evidence of UT Health San Antonio employment by a valid employee identification card or other reasonable evidence of UT Health San Antonio employment when purchasing a product or service.

##### VI. Related References

Board of Regents' Rules and Regulations, [Rule 80103 Solicitation](#)

The University of Texas policy, [UTS 141 Guidelines for Employee Discount Programs](#)

##### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date