

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	February 2009
Section 4.8	Benefits	Revised:	November 2010
Policy 4.8.10	Faculty and Staff Discount Program	Responsibility:	Vice President for Human Resources

FACULTY AND STAFF DISCOUNT PROGRAM

Purpose

This policy establishes procedures for faculty and staff of The University of Texas Health Science Center at San Antonio (the Health Science Center) for service and entertainment opportunities at discounted costs.

Policy

It is the policy of the Health Science Center to permit certain designated providers to offer their products and services to Health Science Center faculty and staff at a discounted rate under the provisions of the Faculty and Staff Discount Program (FSDP). This policy is intended to be interpreted to comply with The University of Texas policy, [UTS141](#), "Guidelines for Employee Discount Programs".

Applicability

This policy applies to all Health Science Center faculty and staff.

Definitions

PROVIDER: Defined as an eligible business entity that is in compliance with applicable University of Texas System Board of Regents' *Rules and Regulations*, University policies, and state laws including certification requirements applicable to the provision of a particular service or product.

DISCOUNT RATE: Defined as a discount rate established by a provider that will give faculty and staff a meaningful (minimum of ten percent) point-of-sale discount off the retail price of selected goods and services during normal business hours upon presentation of reasonable evidence of Health Science Center employment by a valid employee identification card or other reasonable evidence of Health Science Center employment when purchasing a product or service.

Participation Guidelines for Faculty and Staff

The Health Science Center's [FSDP Web site](#) and all information concerning the FSDP will contain a link to this policy and the following disclaimers:

1. Faculty and staff of the Health Science Center are encouraged to compare prices, services, and products before purchasing and/or signing any purchasing agreement with the provider.

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2. Faculty and staff 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 the FSDP does not constitute an endorsement by the Health Science Center of the individual or business or the products or services offered by the participating provider.
 4. Inclusion of a product or service in the FSDP is not a guarantee by the Health Science Center of the quality or performance of a product or service.
 5. The Health Science Center is not responsible for any disputes arising between a participating provider and the faculty member or staff as the result of an agreement or transaction entered into between such a provider and the faculty and staff.
 6. Services and products of the FSDP do not constitute compensation to faculty or staff.
 7. Products and services of the FSDP are available on the same basis to all faculty and staff of the institution.
 8. Specific products and services, as well as the FSDP itself, are subject to discontinuation at any time.

Provider Eligibility and Responsibilities

Product and service providers owned or controlled by Health Science Center officers and employees may not participate in the FSDP.

To participate in the FSDP, the provider must:

1. Require the faculty and staff to present a valid employee identification card or other reasonable evidence of Health Science employment when the faculty or staff purchases the product or service.
2. Provide a valid physical mailing address and telephone number.

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3. Not offer discounts to products or services, such as cigarettes or other tobacco products, gambling services or venues, sexual services or adult entertainment, alcohol, or firearms.
 4. Agree to keep its Web site information up to date if it uses a Web site to communicate information to faculty and staff regarding prices, products, services and dates discount is being offered.
 5. Immediately notify the FSDP Coordinator in writing regarding any discount items that have been discontinued or withdrawn.
 6. Not solicit on campus or contact faculty or staff in person, via email or by written materials during the faculty or staff's work day except as authorized by the FSDP Coordinator in compliance with the Regent's [Rule 80103](#), "Solicitation", and the Health Science Center policies concerning solicitation.
 7. Not disclaim knowledge of or responsibility for the authenticity or legality of its product or service.
 8. Comply with applicable Regents' [Rule 80103](#), "Solicitation", Health Science Center policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
 9. Will not use The University of Texas System or Health Science Center logos or seals or otherwise imply that participation in the FSDP is an endorsement of the provider's product by The University of Texas System or the Health Science Center.

**No Contract,
Agent
Relationship,
Legal Duty,
or Liability**

A provider's participation in the FSDP does not constitute or create a contract or an agent relationship between the provider and The University of Texas System or the Health Science Center 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 the Health Science Center.

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Cancellation of Program, Discontinuance of Participation or Products and Services

The Health Science Center may discontinue the FSDP at anytime or discontinue a provider’s participation in the program or the provider’s ability to offer a particular product or service without advance notice.

Products and services offered through this program do not constitute compensation to eligible faculty or staff.

The Health Science Center may remove a provider from the FSDP based on complaints from faculty and staff, or for any other reason deemed to be in the best interest of the Health Science Center and its faculty and staff.

Authority

- Board of Regents’ *Rules and Regulations*, [Rule 80103](#), “Solicitation”.
- The University of Texas policy, [UTS141](#), “Guidelines for Employee Discount Programs”.