

# **COUNTY OF SACRAMENTO**

## **EMPLOYEE DISCOUNT PROGRAM 2009**

### **POLICIES AND PROCEDURES**

#### **I. BACKGROUND**

The County Executive's Cabinet initiated the Employee Discount Program, which is discretionary and non-funded, in 2002. The program was assigned to the Employee Benefits Office in 2003. The Program exists solely to offer County employees and retirees the opportunity to obtain services and/or products at discounted rates.

#### **II. PROGRAM DESCRIPTION**

Participating businesses will receive marketing exposure to County employees and retirees in exchange for offering reduced rates for services or products. Criteria for continuing enrollment in the Discount Program shall consist of a company's:

1. Offering a reduced rate or discount from their regular, published retail product prices or fee(s) for services to County of Sacramento employees and retirees for a defined period of time;
2. Maintaining open communication with the County regarding (1) changes in the designated business representative to the Discount Program, (2) changes in the discount offer, (3) response to program evaluations, and (4) notice of the cessation of business; and,
3. Adherence to the Discount Program standards.

#### **III. ENROLLMENT PROCEDURE**

1. At any time during the year, interested businesses may contact the County Discount Program Coordinator in the Employee Benefits Office by phone, letter or in person.
2. The County Discount Program Coordinator will mail an enrollment form and a written copy of the program standards.
3. Upon receipt of a completed enrollment form, the business will be listed in the Discount Program's website under the appropriate business category, following guidelines from the Office of Communications and Information Technology.
4. An enrollment form will be extended annually to businesses participating in the Program, and the form will serve as the document for listing the business in the Program.

#### **IV. PROGRAM STANDARDS**

##### **General Policies**

- A. Any business interested in participating in the Employee Discount Program may submit a request to the County Discount Program Coordinator.

- B. Businesses with County of Sacramento contracts may offer employees discounts through the same enrollment procedure.
- C. In order to extend the program discounts to all employees, no other discount offers shall be accepted by other County departments (other than those terms set forth in their contract(s) for official County business), nor advertised separate from the Employee Discount Program.
- D. Businesses primarily engaged in the selling of tobacco, alcoholic beverages, adult-only oriented products/services, or in gambling will not be considered for inclusion in the Employee Discount Program.
- E. Businesses enrolled in the County Employee Discount Program shall not be considered to have an advantage in contract negotiations for other official County business purposes.
- F. The County shall pay no fee to any vendor for participation in this Program.
- G. There are no restrictions to keep County employees, who own businesses, from participating in the Discount Program, provided that their business meets all requirements of this Program.
- H. If employees are obligated to pay a fee to a business to buy access to other discounted industries, this shall not be considered a legitimate discount offer, and such business may not be included in the Discount Program.
- I. Offers of free merchandise, services, seminars, or evaluations shall not be considered legitimate discount offers unless the firm can establish that there is normally a charge for such free goods or services and that the charge is normally collected.
- J. The inclusion of a business in the Employee Discount Program is not to be considered a County endorsement of that business, or of its products or services. The County of Sacramento shall publish a disclaimer, on the Intranet Website, stating that the County does not endorse or recommend the companies included in the Discount Program.

### **Program Marketing**

- K. Businesses will be listed on the County Intranet through a link from the website's front page at <http://inside.saccounty.net/>. These listings will be consistent in a simple format, so as not to be construed as an advertisement or to give undue advantage to one business over another. Format shall consist of the following:
  - Company Name:
  - Address:
  - Contact Name:
  - Contact Phone Number & E-Mail Address:
  - Description of Discount/Incentive:
  - Products or Services:
  - Employee/ Retiree Identification Requirements:
  - Discount Expiration Date:

- L. Retirees will be informed of the program through their various publications at least annually. Printed copies of the Program vendors can be obtained through the Employee Benefits Office.
- M. A printed format of current Discount Program will be available at the public counter of the Employee Benefits Office and other offices where employees do not utilize computers nor have Intranet access.

### **Program Management**

- N. The County will not actively solicit businesses to enroll in the Discount Program; however, notice of the program's existence shall be made to the various chambers of commerce in the Sacramento area on an annual basis.
- O. Periodic updates/changes to products or services will be accepted in written format from the business' designated representative at intervals no more frequent than every three months. Announcement of the updates will appear on the front page of the Intranet Website.
- P. It is not the function of the County Employee Discount Program to monitor the permitting standards or business practices of any business enrolled in the County Discount Program. However, if an Employee Discount Program business fails to provide satisfactory products or services, or fails to meet County permitting standards, the company could be excluded after a review by the Discount Program Committee.
- Q. If a business which is enrolled in the Employee Discount Program causes harm, damage, or loss to a County employee, liability exposure will be on an individual basis and that business may be subject to Program disqualification.

### **V. STAFF DUTIES/ /RESPONSIBILITIES**

The **Discount Program Coordinator** shall:

- A. Respond to new enrollment requests from businesses;
- B. Send annual enrollment applications and evaluations to current businesses;
- C. Resolve program complaints;
- D. Update the Discount "book";
- E. Maintain an accurate Discount Program listing;
- F. Publish hard copies for distribution at public counters, as requested;
- G. Track Program expenses;
- H. Conduct an annual evaluation of the Program.