



University of Colorado Denver

Administrative Policy

Title: Employee Discounts, Referral Sources, and Resources

Source: Human Resources Department

Prepared by: Assistant Vice Chancellor, Human Resources

Approved by: Teresa Berryman, Vice Chancellor for Administration and Finance

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Applies: All campuses

A. Introduction

The Human Resources Department administers the University of Colorado Denver Employee Discount Program. As part of efforts to recruit and retain a qualified workforce to serve the campus, employee discounts, referral sources, and other resources available to state employees and large employers in the Denver Metro area are made available to University of Colorado Denver employees. Some parts of the program are offered through the [State of Colorado Work-Life Discount Program](#) available to all state employees (which includes all University of Colorado employees), and others are offered through the University of Colorado Denver.

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C. Purpose

University of Colorado Denver makes this program available to support a productive workplace while assisting employees with the balance between work and life responsibilities. The Employee Discount Program is not a part of the university benefits program administered by Payroll Benefits Service. **The University of Colorado Denver does not endorse any discount or resource and referral vendor and assumes no obligation or responsibility for any arrangements made between an individual employee and a vendor.**

D. Employee Resource and Referral Options

If an employee is dealing with personal or professional concerns that may require professional counseling, the [Colorado State Employee Assistance Program](#) is available to assist.

For other issues such as dependent care (child and elder), financial planning (PERA and other planning), mortgage education, debt and credit counseling services, identity theft protection, and college savings/investing the state Work-Life Program offers links to other private and non-profit organizations, which may be able to help. The State of Colorado and the Work-Life Program do not endorse any vendor and assume no obligation or responsibility for any arrangements made between the employee and the vendor. For more information, see the [State of Colorado Work-Life Program resource and referral website](#).

E. Employee Discount Programs

The University of Colorado Denver Employee Discount Program offers many different discounted products and services which can be purchased directly from the vendor/provider. The main goal of the program is to list, for University of Colorado Denver employees, discounts and other such products offered by vendors to large employers.

Employee discount information located on the [University of Colorado Denver web site](#) and the state [Work-Life Program](#) website includes available discounts from qualified vendors, regardless of size, location, or the existence of an official business contract with University of Colorado Denver or the State of Colorado. All vendors are given the same opportunity to participate, by offering a discount on products or services to state employees and/or University of Colorado Denver employees. University of Colorado Denver does not actively seek out discounts and/or vendors. All discount proposals originate from referrals by employees or by direct contact from a vendor to University of Colorado Denver through the Human Resources Office.

It is also important to note that the Employee Discount Program simply provides a place for vendors to offer discounts to employees. A brief initial screening is conducted by either the Work-Life Program Coordinator (for state of Colorado) or the University of Colorado Denver Employee Discount Program Coordinator for all new discounts, which may include a visual check on the discount vendor website or discount information document, a Better Business Bureau search, and determination of the suitability of placing the vendor on the University of Colorado Denver website. The websites and any related announcements clearly caution that these discounts are not necessarily the best deal available. The Work-Life Program and the Employee Discount Program do not negotiate discounts; therefore, as an informed consumer, each employee should research and compare prices, levels of service, or any certification or licensing requirements before making any purchase or signing any agreement or contract.

F. Employee Eligibility

Generally, all state employees, regardless of branch of government or status (permanent, full-time, part-time, temporary, retired, etc.) are eligible for these discounts (the vendor has the authority to decide if any exclusions apply); however, limitations on participation may exist for those specific employees *directly and significantly* involved in the procurement process (this typically refers to purchasing agents). Such employees should consult the university Procurement Services Center Director for guidance. Most state employees taking advantage of discounts offered by private vendors do not violate any rule, procedure, or code of ethics. Some

vendors may require employment verification, which may consist of a pay stub or state/university identification, for eligibility determination.

G. Vendor Participation

Vendors may offer free informational seminars or on-site product demonstrations on a variety of topics and products or services. University of Colorado Denver schools/departments/units should check state rules and procedures or university policy before allowing a private vendor access to state and/or university property. In some instances it may be allowed and in other instances, not allowed. Discount vendors are not allowed to solicit or contact employees directly at work areas without prior approval by the employee and university. Employee information (campus addresses or email) is never supplied to any vendor by University of Colorado Denver. The Employee Discount Program will never give permission on behalf of any school/department/unit granting access for an on-site visit or seminar; the decision rests solely with the individual school/department/unit.

When a discount vendor contacts a school/department/unit, there are two steps to follow. First, the office should check to ensure the vendor is on the employee discount website. Although the Work-Life Program and the Employee Discount Program does not endorse any vendor, all participating vendors in the program have undergone a limited verification process to ensure they are a legitimate and valid business. Second, if a vendor is listed on the website, they are more than likely contacting the office for permission to meet with employees or to disseminate informational materials. As mentioned earlier, each office may choose what to do with the information offered by the vendor. If the vendor is not on the website or wants to discuss matters other than previously mentioned, you should refer them to the [Employee Discount Program Coordinator](#) in the Human Resources Office.