

1. Title

System Administration Employee Discount Program

2. Policy

Sec. 1 Policy Statement. This policy applies to all University of Texas System Administration employees. It clarifies that rather than create a U. T. System Administration Employee Discount Program, the Office of Employee Services has determined it would be more efficient and economical to allow its employees to utilize the Employee Discount Program that was developed and is administered by The University of Texas at Austin (UT Austin). UT Austin's Employee Discount Policy, UT Austin *Revised Handbook of Operating Procedures*, Policy 7.E.6 states that UT Austin will permit U. T. System Administration employees to utilize its Employee Discount Program pursuant to policies developed by U. T. System Administration. This policy is intended to be construed to comply with UTS141, *Employee Discount Programs*.

Sec. 2 Exception. The Board of Regents' *Rules and Regulations*, Rule 80103, Section 2.17, permits Employee Discount Programs as an exception to the prohibition against solicitation as provided below:

Employee Discount Programs. The distribution or presentation to employees of the U. T. System and any of the institutions of material related to products and services offered by companies that provide employee discount programs, merchandise membership programs, credit union and banking programs, or other benefits that are available to such officers and employees through discount plans or programs approved by the U. T. System or any of the institutions. Such material may be distributed or presented by the Office of Human Resources of the U. T. System or any of the institutions, with the approval of the institution's president, and placed on institution web pages for the purpose of providing education, product and service information, and participant enrollment, in accordance with guidelines promulgated by the Executive Vice Chancellor for Business Affairs.

Sec. 3 Utilization of UT Austin Program. UTS141, *Employee Discount Programs*, requires U. T. System institutions and U. T. System Administration to have a policy in place that complies with its requirements in order to implement an employee discount program. Since the majority of U. T. System Administration employees reside

and work in the same area as UT Austin employees, it is more efficient and effective to utilize the UT Austin program instead of creating a separate program for U. T. System Administration employees.

Sec. 4 Participation. Employees of the U. T. System Administration may participate in the Employee Discount Program offered by UT Austin to the same extent that UT Austin employees are eligible to participate.

Sec. 5 Terms and Requirements. U. T. System Administration employees shall be required to adhere to the terms and requirements of the UT Austin Employee Discount Program to the same extent that UT Austin employees are required to comply with the terms and requirements of the UT Austin Employee Discount Program.

5.1 A U. T. System Administration employee who violates the terms and requirements of participation is considered to be in violation of this policy.

5.2 A U. T. System Administration employee who is reported by a UT Austin staff member or officer with authority to administer the UT Austin Employee Discount Plan to have violated the terms and requirements of the UT Austin Employee Program is subject to investigation and discipline by U. T. System Administration pursuant to applicable U. T. System Administration policies and procedures.

Sec. 6 Vendors. Vendors who wish to provide discounts on goods or services to U. T. System Administration employees should be referred to the UT Austin Discount Program. U. T. System Administration will not contract with vendors, including vendors who have existing contracts with U. T. System Administration and/or U. T. System, for the provision of discounts of goods or services to U. T. System Administration employees.

3. Definitions

None

4. Relevant Federal and State Statutes

None

5. Relevant System Policies, Procedures, and Forms

[Board Regents' Rules and Regulations, Rule 80103, Section 2.17](#)

[UTS141, Employee Discount Programs](#)

[UT Austin Handbook of Operating Procedures, Part 7, Human Resources; Section E. Human Resource Planning and Employment; Policy 7.E.6](#)

6. System Administration Office(s) Responsible for Policy

Office of Employee Services

7. Dates Approved or Amended

March 7, 2007

November 22, 2011