

## **WORK/LIFE BALANCE**

### **Employee Perks Program Policy**

#### **Provider Participation Overview**

##### **A. Policy Statement**

It is the policy of the University of Houston to permit certain designated providers to offer their products and services to University of Houston employees at a discounted rate under the provisions of an employee Work/Life Balance Program.

##### **B. Scope**

This policy applies to all University of Houston employees.

##### **C. Definitions**

*Employee Perks* is a Work/Life Balance program for the employees of the University of Houston. The program is designed to provide employees a variety of discounted services and/or products contributing to a greater quality of life/work satisfaction through significant cost-savings.

*Provider* is defined as an eligible business entity that is in compliance with applicable University of Houston's Rules and Regulations, University policies, and state laws including certification requirements applicable to the provisions of a particular service or product.

*Discount Rate* is defined as 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 during normal business hours upon the presentation of evidence of University employment by a valid employee identification card or other reasonable evidence of University employment when purchasing a product or service.

##### **D. Procedures for Participation as a Provider**

1. Employee Perks program will be administered via the Internet. No phone calls please.
2. Application for participation as a provider must be made on the approved Employee Perks Provider Request Form
3. Interested providers must complete the Employee Perks Provider Request Form describing their products or services, the proposed discount rate, and all other requested information. Forms that are incomplete will not be considered.
4. Once completed, the Employee Perks Provider Request Form will be reviewed by the Work/Life Balance Committee to determine compliance with provisions of the Employee Perks program policy.

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5. If the applicant's request is denied, the provider will receive appropriate notification. All decisions of the Work/Life Balance Program committee are final. There are no appeal rights associated with the Employee Perks program.
6. If approved, the Work/Life Balance Committee will authorize the provider's information to be displayed as an Employee Perk provider on the University's Work/Life Balance webpage.

### **E. Provider Eligibility and Responsibilities**

#### **Employee Perks providers must:**

1. Require the employee to present a valid employee identification card or other reasonable evidence of University employment when the employee purchases the product or service.
2. 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.
3. Agree to keep website information up-to-date if it uses a website to communicate information to employees regarding prices, products, services and dates discount is being offered.
4. Immediately notify the Work/Life Balance Program Coordinator by emailing [powerup@uh.edu](mailto:powerup@uh.edu) regarding any discount items that have been discontinued or withdrawn.
5. Not solicit on campus or contact an employee in person, via email or by written materials during the employee's workday except as authorized by the Work/Life Balance Program Coordinator in compliance with the University's Rules and Regulations and policies concerning solicitation.
6. Comply with applicable the University of Houston's Rules and Regulations, policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
7. Not use the University of Houston logos or seals or otherwise imply that participation in the Employee Perks program is an endorsement of the provider's product by the University of Houston.

### **G. No Contract, Agent Relationship, Legal Duty, or Liability**

A provider's participation in the Employee Perks program does not constitute or create a contract or an agent relationship between the provider and University of Houston 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 Houston.

### **H. Cancellation of Products or Services**

1. The University may discontinue the Employee Perks program 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. Products and services offered through this program do not constitute compensation to eligible employees.
3. The University may remove a provider from the program based on complaints from employees or for any other reason deemed to be in the best interest of the University and its employees.