28.1 Policy and Purpose

It is the policy of The University of Texas at El Paso (UTEP) to permit certain designated providers to offer their products and services to employees and retirees at a reasonable discount rate under the provisions of an Employee Discount Program (EDP). The EDP will enhance recruitment and retention of employees and will serve as a benefit to employees and retirees of the University.

28.2 Scope

This policy applies to all employees and retirees.

28.3 Definitions

28.3.1 Provider:

A business entity that is in compliance with the Regents Rules and Regulations, all applicable UTEP policies, all state laws, and all licensing and certification requirements applicable to the provisions of a particular service or product.

28.3.2 Discount Rate:

A reasonable rate established by the provider that is significant enough to be of added value or actual discount to all employees.

28.3.3 Identification:

A valid official UTEP identification card, earning statement or UTEP email address when ordering products from the internet must be provided in order for the provider to apply the discount.

28.4 EDP Procedures

28.4.1 The EDP will be administered by the Office of Human Resources and may be accessed via the Internet within the UTEP website on the Human Resources Page.
28.4.2 UTEP will make available Provider Enrollment Forms electronically for those eligible business entities that may wish to be designated providers in the EDP.

28.4.3 Interested providers must complete and submit the online Provider Enrollment Form describing their products or service, the proposed discounted rate and other details as appropriate. Providers must also supply a link to their website so interested employees and retirees can view their product or service electronically and compare discounts.

28.4.4 Human Resources will review the completed document and either approve or deny the provider’s request to participate. All decisions are final.

28.4.5 If the provider’s request for participation is denied, the provider will receive appropriate notification from Human Resources.

28.4.6 Once approved for participation, the provider’s information will be displayed on UTEP’s Employee Discount Program website.

28.5 Employee Participation

28.5.1 UTEP assumes no responsibility for any arrangements, contracts, purchases or disputes between the employee or retiree and provider.

28.5.2 Employees and retirees are encouraged to compare prices, services and products before purchasing and/or signing any purchasing agreement with a provider.

28.5.3 Employees and retirees must discuss directly with the provider any questions or concerns that they have with the provider’s products or services.

28.5.4 Products and services offered to employees and retirees through the EDP do not constitute compensation to the individual.

28.6 Provider Eligibility and Responsibilities

28.6.1 A provider must have a physical location with a valid mailing address and telephone number.

28.6.2 A provider shall keep their website(s) current regarding prices, products, services and availability.

28.6.3 A provider shall immediately notify Human Resources, in writing, preferably through electronic communication, regarding any discounted items that have been discontinued or recalled.

28.6.4 A provider must agree to participate in the EDP for one at least one calendar year.

28.6.5 A provider must offer products and services through the EDP equally available to all eligible employees and retirees of UTEP.
28.6.6 A provider shall require all employees and retirees to present valid UTEP Identification when purchasing a product or service from provider. If the product or service is purchased online, it is up to the provider to verify current UTEP employment status.

28.6.7 A provider shall not solicit business from any UTEP employee on campus.

28.6.8 A provider must make all correspondence with the UTEP, verbal, written and/or electronically, with Human Resources.

28.6.9 A provider may not disclaim knowledge of or responsibility for the authenticity or legality of the product or service.

28.6.10 A provider shall not use U.T. System or UTEP marks, logos, seals, or otherwise imply that participation in the program constitutes an endorsement of the products or services by U.T. System or UTEP.

28.6.11 A provider may not display or offer discounted products or services owned or controlled by officers and employees of U.T. System or UTEP under the EDP.

28.6.12 A provider’s participation in the EDP must be separate and distinct from the provision of any services through a vendor contract with U.T. System or UTEP for the provision of discounts of goods or services to all UTEP employees.

28.6.13 A provider will acknowledge on the enrollment form(s) that they have received, read and understand this policy. This acknowledgement must be received before a provider may participate in the EDP.

28.7 Cancellation of EDP Products or Services

28.7.1 UTEP may discontinue the EDP at any time for any reason or terminate a provider’s participation in the program at any time for any reason without advance notice. If the EDP is terminated, UTEP Human Resources will notify all participating providers in writing.

28.7.2 UTEP may remove a provider from the EDP based on complaints from staff, faculty or retirees or for any reason deemed to be in the best interest of the EDP, UTEP and its employees. UTEP Human Resources will notify the vendor in writing of such actions taken.

28.8 Miscellaneous

28.8.1 UTEP Human Resources has the final decision with regard to the acceptance of a provider for participation in the EDP; there is no informal or formal appeal of this decision.

28.8.2 The EDP does not create a contract, implied or express, or agent relationship between the provider and U.T. System or UTEP. Participation in the EDP is strictly voluntary and does not create any legal duty or liability on the part of U.T. System or UTEP for any action of the provider.
28.8.3 UTEP does not endorse any products or services offered by providers through the EDP.

28.8.4 The inclusion of a service or a product of a provider in the EDP is not a promise or guarantee of the quality or performance of the product or service or that such will be utilized by UTEP employees or retirees.