

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	February 2009
Section 4.8	Benefits	Revised:	
<b>Policy 4.8.10</b>	<b>Faculty, Staff and Student Discount Program</b>	Responsibility:	Vice President for Human Resources

## **FACULTY, STAFF AND STUDENT DISCOUNT PROGRAM**

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### **Purpose**

This policy establishes procedures for faculty, staff and students of The University of Texas Health Science Center at San Antonio (the Health Science Center) for service and entertainment opportunities at discounted costs.

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### **Policy**

It is the policy of the Health Science Center to permit certain designated providers to offer their products and services to Health Science Center faculty, staff and students at a discounted rate under the provisions of the Faculty, Staff and Student Discount Program (FSSDP). This policy is intended to be interpreted to comply with The University of Texas policy, [UTS141](#), "Guidelines for Employee Discount Programs".

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### **Applicability**

This policy applies to all Health Science Center faculty, staff and students.

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### **Definitions**

**PROVIDER**: Defined as an eligible business entity that is in compliance with applicable University of Texas System Board of Regents' *Rules and Regulations*, University policies, and state laws including certification requirements applicable to the provision of a particular service or product.

**DISCOUNT RATE**: Defined as a discount rate established by a provider that will give faculty, staff and students a meaningful (minimum of ten percent) point-of-sale discount off the retail price of selected goods and services during normal business hours upon presentation of reasonable evidence of Health Science Center employment/enrollment by a valid employee and/or student identification card or other reasonable evidence of Health Science Center employment/enrollment when purchasing a product or service.

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### **Procedures for Participations as a Provider**

The FSSDP will be administered via the Internet. Application for participation as a provider will be made on the approved [Request to Participate in Faculty, Staff and Student Discount Program Form \(FSSDP Request Form\)](#). Interested providers must complete the [FSSDP Request Form](#) describing their products or service, the proposed discount rate and

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all other request information. Once completed, the [FSSDP Request Form](#) is reviewed by the FSSDP Coordinator in the Office of Human Resources to determine compliance with provisions of the FSSDP policy. If the applicant's request is denied, the provider will receive appropriate notification. All decisions of the FSSDP Coordinator are final. There are no appeal rights associated with the FSSDP. If approved, the FSSDP Coordinator will authorize the provider's information to be displayed on the Health Science Center's FSSDP Web site.

**Participation  
Guidelines for  
Faculty, Staff and  
Students**

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The Health Science Center's FSSDP Web site and all information concerning the FSSDP will contain a link to this policy and the following disclaimers:

1. Faculty, staff and students of the Health Science Center are encouraged to compare prices, services, and products before purchasing and/or signing any purchasing agreement with the provider.
2. Faculty, staff and students must discuss directly with the provider any questions or concerns that they have with the provider's products or services.
3. Participation by an individual or a business in the FSSDP does not constitute and endorsement by the Health Science Center of the individual or business or the products or services offered by the participating provider.
4. Inclusion of a product or service in the FSSDP is not a guarantee by the Health Science Center of the quality or performance of a product or service.
5. The Health Science Center is not responsible for any disputes arising between a participating provider and the faculty member, staff or student as the result of an agreement or transaction entered into between such a provider and the faculty, staff or student.
6. Services and products of the FSSDP do not constitute compensation to faculty, staff or student.

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7. Products and services of the FSSDP are available on the same basis to all faculty, staff and students of the institution.
  8. Specific products and services, as well as the FSSDP itself, are subject to discontinuation at any time.
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**Provider Eligibility and Responsibilities**

Product and service providers owned or controlled by Health Science Center officers and employees may not participate in the FSSDP.

To participate in the FSSDP, the provider must:

1. Require the faculty, staff or student presents a valid employee or student identification card or other reasonable evidence of Health Science employment/enrollment when the faculty, staff or student purchases the product or service.
2. Provide a valid physical mailing address and telephone number.
3. 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.
4. Agree to keep its Web site information up to date if it uses a Web site to communicate information to faculty, staff and students regarding prices, products, services and dates discount is being offered.
5. Immediately notify the FSSDP Coordinator in writing regarding any discount items that have been discontinued or withdrawn.
6. Not solicit on campus or contact a faculty, staff or student in person, via email or by written materials during the faculty, staff or student's work/matriculation day except as authorized by the FSSDP Coordinator in compliance with the Regent's [Rule 80103](#), "Solicitation", and the Health Science Center policies concerning solicitation.
7. Not disclaim knowledge of or responsibility for the authenticity or legality of its product or service.

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8. Comply with applicable Regents' [Rule 80103](#), "Solicitation", Health Science Center policies, and state law including any licensing or certification requirements applicable to the provisions of a particular service.
  9. Will not use The University of Texas System or Health Science Center logos or seals or otherwise imply that participation in the FSSDP is an endorsement of the provider's product by The University of Texas System or the Health Science Center.
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**No Contract, Agent Relationship, Legal Duty, or Liability**

A provider's participation in the FSSDP does not constitute or create a contract or an agent relationship between the provider and The University of Texas System or the Health Science Center 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 Texas System or the Health Science Center.

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**Cancellation of Program, Discontinuance of Participation or Products and Services**

The Health Science Center may discontinue the FSSDP at anytime or discontinue a provider's participation in the program or the provider's ability to offer a particular product or service without advance notice.

Products and services offered through this program do not constitute compensation to eligible faculty, staff or student.

The Health Science Center may remove a provider from the FSSDP based on complaints from faculty, staff or students, or for any other reason deemed to be in the best interest of the Health Science Center and its faculty, staff and students.

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**Authority**

- Board of Regents' *Rules and Regulations*, [Rule 80103](#), "Solicitation"
  - The University of Texas policy, [UTS141](#), "Guidelines for Employee Discount Programs".
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