

POLICY NUMBER:

APM -1- 85

DATE:

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ISSUED BY:

Pedro G. Hernandez  
City Manager



# CITY OF MIAMI

## REVISIONS

REVISED SECTION	DATE OF REVISION
Created	08/15/85
Revised	06/17/93
Revised	09/2008

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## ADMINISTRATIVE POLICY

**SUBJECT: EMPLOYEE DISCOUNTS**

**PURPOSE:** To establish a policy and procedure for the review, approval and dissemination of approved discounts on goods and services made available to City employees through outside companies.

Effective this date, this Administrative Policy supersedes all previous directives relating to this subject.

**The Policy will be as Follows:**

**I. Review**

The Department of Employee Relations shall review all company discount offers to City employees. The Department Director will designate specific Department of Employee Relations personnel to manage and administer the City-wide employee discount program. A standard application form for businesses to proffer employee discounts shall be available from the Department of Employee Relations.

- A.** The Department of Employee Relations shall review all company discount offers to ensure they are consistent with applicable City policy or statutory regulations. Company goods or discount services not approved, shall not be distributed to City employees in any City facility or offered to City employees through any City-affiliated communication(s).
- B.** The City shall not enter into any written agreements with outside companies offering services to City employees.
- C.** Company discounts requiring an employee to enter into some form of written agreement for services offered (such as a fitness gym) are prohibited.
- D.** The City requires that outside companies submit in writing that the discount is being offered to other governmental jurisdictions and that a bonafide discount is being offered.
- E.** The City shall not approve any requests for the sole purpose of advertising companies and/or their goods.

- F. The City requires that outside companies must offer their discounted product or service to **all** employees of the City of Miami and not just a particular group of employees, i.e., police.
- G. Discounts and/or services offered that are similar or related to any City group benefits, or that would be in conflict with any City contract or procurement regulation, shall not be approved. The City shall require vendors to affirm that said vendors have not submitted any informal or formal solicitations, including but not limited to quotes, bids, proposals, etc., to the City during the 12 months prior to their submission of the vendor authorization request and that said vendors will not submit any informal or formal solicitations, including but not limited to quotes, bids, proposals, etc., to the City for the 24 months following approval of the vendor authorization request.
- H. The Department of Employee Relations shall determine how the company discount shall be distributed, whether it be by e-mail, bulletin board posting or as a payroll stuffer. If it is determined the company discount shall be distributed as a payroll stuffer, the company offering the discount must provide the required number of notices and bundle the notices by City department.
- I. The City retains the right to reject any company discount offers.
- J. The City shall not approve discount offers submitted by relatives of current City of Miami employees.

## **II. Authorization**

- A. Any Department, Office or employee receiving a solicitation to offer any company goods, sales or discounted services to City employees shall direct such inquiry to the Department of Employee Relations for review and authorization.
- B. Any such materials received for distribution to City employees shall not be distributed unless such materials have been approved for distribution by the Department of Employee Relations.
- C. Any director of a Department or Office aware of any such unauthorized solicitation or distribution of materials shall immediately notify the Department of Employee Relations.