

**County of Imperial  
Employee Discount Program  
Business Enrollment Form**  
Email: [deptmb-hr@co.imperial.ca.us](mailto:deptmb-hr@co.imperial.ca.us)  
Fax: (442)265-1167

Business Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Customer Service Line Phone: \_\_\_\_\_  
 Website Address: \_\_\_\_\_

**Business Mailing Address:**

Check box if same as Physical Address:   
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Business Description:**

\_\_\_\_\_  
 \_\_\_\_\_

**Description of Discount/Incentive Offer:**

\_\_\_\_\_  
 \_\_\_\_\_

**Valid Location(s):**

\_\_\_\_\_  
 \_\_\_\_\_

**Business Acknowledgment:**

By signing below, I am submitting the Business Enrollment Form application for the County of Imperial Employee Discount Program. Furthermore, I acknowledge I have read and understand the Employee Discount Program requirements (**see reverse for County of Imperial Employee Discount Program**) and agree to all terms, including that this application does not represent a contract with the County of Imperial.

Authorized Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit via fax to: (442)265-1167 or email to: [deptmb-hr@co.imperial.ca.us](mailto:deptmb-hr@co.imperial.ca.us)**

Human Resources Office Use Only			
<b>Meets Policy Qualifications:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>			
Human Resources Director:		Print Name:	
<b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/>		Signature:	Date:
County Executive Officer (or designee):		Print Name:	
<b>Approved</b> <input type="checkbox"/> <b>Denied</b> <input type="checkbox"/>		Signature:	Date:



# County of Imperial Employee Discount Program

## **Purpose:**

The County of Imperial is one of the largest employers in the area with over 1,800 full-time employees. County employees and their families comprise a large, diverse group and play an important role in the local business economy. The Employee Discount Program is offered to all County employees on a uniform basis and serves as a valuable marketing resource for businesses desiring to reach our large employee population.

Through this program, businesses are encouraged to provide our employees discounts for the goods and services they provide to our communities, helping to promote a thriving and sustainable local economy.

## **Marketing of Discounts:**

Businesses participating in the Employee Discount Program will be listed on the County's employee intranet site. Additional marketing opportunities may include:

- Employee monthly newsletter "County Spotlight"
- New Hire Orientation
- Countywide emails (limited)
- Department Bulletin Boards

## **Business Standards:**

In order to participate in the program a business must submit a "Business Enrollment Form" to the Human Resources & Risk Management Department and receive approval from the Human Resources Director and the County Executive Officer (or designee). The request must include a detailed description of the proposed discount, including any restrictions that may apply.

County of Imperial will not accept businesses primarily engaged in the selling of tobacco, alcoholic beverages, adult-only oriented products/services, firearms related products, or in gambling.

Once approved, businesses must:

- Maintain ongoing communication with the County regarding changes in designated business representatives for the Employee Discount Program or any changes in the discount offer.
- Be willing to handle any inquiries related to the discount program directly with the employee. The contact name, phone number and email address must be included for employee inquiries.
- Be willing to accept a County identification badge as sufficient proof that the individual is a County of Imperial employee.

## **Business Disclaimers:**

- The inclusion of a business in the Employee Discount Program is not to be considered a County endorsement of that business, products, or services. Therefore, the business may not use the County's logos or seals or otherwise imply that the County is endorsing the business, product, or service.
- The program does not constitute or create a contractual or agency relationship between the business and the County and/or does not give an advantage in future contractual negotiations for any official County business purpose.
- Unless otherwise determined by the County, once approved for the program, the business will be eligible to participate in the program for as long as the discounts are made available to employees.
- County employees who own a business, may participate in the Employee Discount Program, provided that their business meets all requirements of this Program and participation in the program does not create a conflict of interest.
- The County reserves the right to refuse or remove any employee discount from the employee discount program at any time without notice.

## **Employee Disclaimers:**

- The County does not warrant that the services or products are as represented by the business. Therefore, employees must independently determine if the services or products are suitable for their intended purposes.
- The County does not guarantee the proper licensure, professional certifications, and/or fair business practices of a business or organization and does not warrant or assume any responsibility related to the performance of the service/products provided.
- Employees are encouraged to compare prices on products and services before purchasing items through the participating business.
- All purchases of any services or products through these discounts involve a relationship directly between the employee and the business offering the discounts, and the County is not a party to such, and accordingly any agreements made or obligations undertaken are the sole responsibility of the individual employee.
- Although these discounts are available to all County employees, employees must ensure that they are not receiving a benefit that would create an economic interest as outlined under the County's Conflict of Interest Code.