

WORK -LIFE



DPA

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**Work-Life Employee
Discount Program**

Work-Life Employee Discount Program

The State of Colorado Work-Life Employee Discount Program provides a website listing of businesses that offer state employees a discount on products or services. In order for a business to be listed on the Department of Personnel & Administration's Work-Life Program website, an online application must be submitted and approved by the Work-Life Employee Discount Program. Before submitting an online application, all businesses should read the Employee Discount Program Policy to determine if products or services are inappropriate or restricted. Restricted items or services include, but are not limited to, firearms, alcohol and tobacco products, and offensive or pornographic materials. To view the policy and submit an application, go to www.colorado.gov/dpa/discounts.

Participating Businesses MUST:

- Comply with the Work-Life Employee Discount Program Policy, which lists examples of prohibited or restricted products or services.
- At no time initiate unsolicited contact, in any medium, with state employees at work locations.
- In a timely fashion, handle all customer service functions for state employees and promptly resolve customer complaints.
- Make the offer available to ALL state employees (possible limitations or restrictions may be requested).
- Confirm the discount is an added value or actual discount on products or services.
- Show that products and services are part of a legitimate business.
- Update the Work-Life Program Coordinator with any potential changes that may affect the discount offer.

Once a submitted application is approved, the Work-Life Program agrees to place a link to either the business website or to a one-page document, on the employee discount website. The business website or one-page document must contain all pertinent discount information, which includes applicable pricing or discount information, contact and customer service information, company name and address or location(s), any employment verification requirements (pay stub, State ID, etc.), passwords or account numbers, and any limitations or restrictions that may apply to the discount offer.

An approval period will be effective no longer than 12 months. Another application must be submitted if the vendor wishes to renew or offer a similar discount, after expiration of the 12-month period. The Work-Life Program reserves the right to deny or revoke any proposed or previously approved application at any time, based in whole or in part on the Employee Discount Program Policy.

The State of Colorado and Work-Life Program assume no obligation for any arrangements or purchases and do not endorse any of the vendors or their services or programs. All arrangements, contracts, or disputes, are strictly between the individual employee and the vendor.

