

Procedure for Submitting Health and Wellness Discounts

Statement

The purpose of this procedure is to ensure consistency in how health and wellness vendor discount rates will be posted on the CalHR website. Vendors are currently limited to Community Supported Agriculture (CSA) and health and fitness facilities (i.e. health clubs, yoga studios, etc.).

The discount offered should be comparable to a commonly offered corporate discount rate. In order to receive the discounted rate an employee will only be required to present ID/badge and not a printed copy of the offer. Where possible, offer should be provided through a link to a website maintained by the vendor. We do request that the website be ADA compliant to align with the goal of maintaining accessibility for all state employees. The vendor is responsible for notifying the CalHR Statewide Wellness Program Manager and filling out a new application prior to updating/changing discount rates. Should a website link not be available, the vendor is responsible for supplying a flyer as well as an ADA compliant text document to be posted on the CalHR website.

The discounted rate must be for a minimum duration of six months. Per Government Code Section 19990 and California Code of Regulations Title 13, Division 2, Chapter 13, Section 1850, "To prevent a conflict of interest, the vendor cannot be an employee of the State of California."

Vendors interested in offering discounts should take into consideration that employees are located throughout California and the offer should be good for as many locations of the business as possible. If the discount is only offered at certain locations, an explanation is required and a list of participating locations is to be included in the vendor application. The vendor should dedicate a primary contact person in order to eliminate the possibility of contradicting offers from different agents of the business.

CalHR reserves the right to refuse or terminate any discounts.

Procedure

- Submit Vendor Employee Discount Application via email to CalHR Wellness Program Manager
- CalHR reviews application, discount rates, and flyers (if applicable) and advises vendor of approval or denial
- CalHR places approved discounts on the CalHR website

Required Documents

Vendor Application

Flyer (if applicable)

ADA Compliant Document (if applicable)

Contact Person

Statewide Wellness Program Manager

Email: CalHR.Wellness@calhr.ca.gov