

# POLICY



# MEMORANDUM

<b>SUBJECT:</b> Employee Purchasing Program	Effective Date: February 1, 2017
<b>ISSUED BY:</b> DEPARTMENT OF ADMINISTRATIVE SERVICES Human Resources Administration Division	

## I. Purpose

The Department of Administrative Services (DOAS) has established the Employee Purchasing Program (EPP) in accordance with the O.C.G.A § 45-7-56, a new optional purchase program beginning in 2017. The purpose of this policy is to define the EPP and the guidelines and rules under which it will operate.

## II. Legislative Authority

O.C.G.A § 45-7-56 permits voluntary deductions from wages or salaries of employees of the State of Georgia and local units of administration for the purchase of consumer offerings through an employee purchase program facilitated by and through the Department of Administrative Services.

## III. Definitions

- a. **Eligible State Employee.** An employee:
  - 1. who is employed by an eligible state employer;
  - 2. who has at least 12 months of continuous state service;
  - 3. who is scheduled to work at least 30 hours weekly for an eligible state employer;
  - 4. who is paid on a semi-monthly or monthly pay frequency;
  - 5. who earns net pay of at least \$16,000 annualized; and,
  - 6. who is at least 18 years old.
- b. **Eligible State Employer.** A state entity that administers payroll in TeamWorks.
- c. **Consumer Offerings.** DOAS-approved products and services offered to employees through the EPP vendor. (*reference Appendix A*)

## IV. Policy

- a) Only eligible state employees of eligible state employers may participate in the EPP.

- b) Eligible state employees may only purchase consumer offerings through automated payroll deductions and must provide express and voluntary consent to payroll deductions prior to initiating a purchase.
- c) An employee is authorized to withdraw from automated payroll deduction provided that he or she provides two weeks' written notice to the EPP vendor. However, withdrawing consent for payroll deduction does not relieve an employee from his or her obligations to the EPP vendor and it is the employee's responsibility to resolve any outstanding indebtedness with the EPP vendor.
- d) EPP payroll deductions will only be made to the extent that the full amount of the deduction is available after higher priority deductions, which include but are not limited to healthcare and flexible benefits, retirement contributions, garnishments, liens, or tax deductions.
- e) Eligible state employees may only purchase DOAS-approved consumer offerings.
- f) The EPP vendor is not authorized to offer, and eligible state employees are prohibited from purchasing, consumer products excluded from the program by the DOAS or that are in conflict with state or federal law. As authorized administrator of the EPP, the DOAS may update the list of excluded consumer offerings at any time. See Appendix A for a list of excluded consumer offerings.
- g) Transactions under the EPP are between the employee and the EPP vendor. The state and the eligible state employer are not parties to any transaction between the EPP vendor and the employee and any disputes regarding purchases and/or payments under the EPP should be resolved by the employee with the EPP vendor.
- h) An employee that loses eligibility to participate in the EPP is responsible for interacting directly with the vendor to complete payments for any purchase made.
- i) Eligible state employees will comply with applicable agency policies and practices governing the use of state time and/or equipment when participating in activities related to the EPP.

#### **Effective Date**

This policy becomes effective February 1, 2017, and may be revised as necessary.

#### **V. Revision History**

Version	Date
1.0	January 2017

APPENDIX A

Employee Purchasing Program  
Excluded Consumer Offerings

Vendors participating directly or indirectly in the State of Georgia’s Employee Purchasing Program may not offer state employees, and state employees are prohibited from purchasing, the following products or services:

	<u>Effective Date</u>
Weapons, Alcohol, or Drugs	February 1, 2017
Health & Welfare Benefits	February 1, 2017
Health Services	February 1, 2017