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Operating Procedure # O - E - 1

Subject: Employee Discounts

Effective Date: July 1, 2015

Revision Date: July 29, 2015; September 9, 2015; November 5, 2015; October 20, 2017;
November 15, 2017

Procedure Statement:

To provide uniformity throughout the Georgia State Park system in regards to employee discounts.

Definitions:

Active Employees: Includes both full-time and part-time employees currently employed with the Georgia Department of Natural Resources. This does not include contract employees, concessionaires or volunteers.

Procedure:

This procedure provides the guidelines for employee discounts for the Georgia State Park system for retail and recreational amenities. This also includes procedures for a discount on a meal at the Georgia State Park Golf Courses. These discounts do not apply to any contracted entities; State Park leased or sub-leased facilities.

It is not permissible to offer or receive employee discounts on rental facilities for personal use. This includes the personal use of cabins, yurts, camper cabins, campsites, group shelters, picnic shelters, group camps, stables and any other rentable facilities. However, an employee can take advantage of any current promotion offered to the public.

Retail Discounts:

A. The 25% discount applies to all retail, excluding alcoholic beverages for all active DNR employees. This discount applies to full price retail merchandise only. The 25% discount cannot be combined or applied to retail merchandise with additional discounts (i.e. clearance items marked 50% off).

B. Employees cannot perform their own purchase. Employees should seek the manager (or assistant) to perform the point of sale on the discounted retail merchandise. If unavailable, another staff member may perform the purchase. The employee's name that received the discount should be entered in the comment section in Active.

C. This retail discount is not to be included with any other discounts.

Grill and Pro Shop Discounts:

A. Grills are to provide a 50% discount on a meal and fountain drink (free refills with the meal) to PRHS employees. Grills are to provide a 50% discount on a meal and fountain drink (free refills with the meal) to on-site Volunteers and Hosts who are on duty that day. Limit 2 meals per day. All additional drinks must be purchased at 50% discount. Employees cannot perform their own purchase. Employees should seek the manager (or assistant) to perform the point of sale. If unavailable, another staff member may perform the purchase. The employee's name that received the discount should be entered in the comment section in Active.

B. Pro Shops without a Grill may offer an employee meal to include an entrée (one sandwich or two hotdogs), one side item (chips, candy bar, etc.) and one drink at a 50% discount to PRHS employees. Pro Shops without a Grill may offer an employee meal to include an entrée (one sandwich or two hotdogs), one side item (chips, candy bar, etc.) and one drink at a 50% discount to on-site PRHS Volunteers and Hosts who are on duty that day. Limit 2 meals per day. Employees cannot perform their own purchase. Employees should seek the manager (or assistant) to perform the point of sale. If unavailable, another staff member may perform the purchase. The employee's name that received the discount should be entered in the comment section in Active.

C. Pro Shops may provide a 25% discount on retail items, excluding alcoholic beverages and sale items, to employees. The employee's name that received the discount should be entered in the comment section in Active.

D. The course manager may sell golf clubs ordered for employees/volunteers at 10% over invoice price. This only applies to clubs ordered specially for an individual. The employee's name that received the discount should be entered in the comment section in Active.

Reference: Operating Procedure O-G-1.

Golf Amenities:

A. All PRHS Staff, including staff at parks with golf courses, may play at any course by paying cart fees only.

- B. PRHS Staff employed at parks with golf courses may play for free on their home course only including using carts at no cost, if sufficient carts are available to meet patron demands.
- This golf privilege may be used anytime Monday-Friday, afternoons on weekends, and holidays, only at their assigned course. The management of the Park/Course does reserve the right of discretion to deny this privilege to any employee when it interferes with revenue production. Under no circumstances will an employee playing free or reduced rounds, prevent a paying golf patron the opportunity to play without delay.
 - Staff will check with course management or availability at least 24 hours' notice of desired play time.
 - Staff must abide by all player rules and regulations including dress code.

Recreational Amenities:

At the Site Manager's discretion, recreational amenities (canoes, kayaks, mini-golf) may be used at no cost by PRHS employees and their immediate family who must be present with the employee. Employee use should be based on availability and during off-peak times. Employees visiting another site must have their Site Manager contact and inform the Site Manager of the site being visited in advance to get approval. Employees not assigned to a Park should coordinate requests through the Region Offices.

Authority:

Not applicable

Attachments:

None