

Domestic Partner Policy

PER 5.0

Human Resources/ Academic Affairs

Policy Type: Institutional
Applies to: Faculty and Staff

POLICY DATES (required)

Issued:
Revised:
Edited:
Reviewed:

The University of Mount Union has decided to grant domestic partner fringe benefits to both same sex and opposite sex domestic partners of University faculty and staff. As of January 1, 2008, domestic partner benefits as described below will be available.

Table of Contents (optional; suggested for documents 8-10 pages or longer)

-
- I. Policy Details
 - A. Eligibility
 - B. Termination of Domestic Partner Benefits
 - C. Domestic Partner Benefits
 - II. Procedures
 - A. Applying for Domestic Partner Benefits

Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition

Policy Details (optional)

A. Eligibility

The definition of a domestic partner (same sex and opposite sex) for the purpose of administering applicable benefits is an individual who is registered by an eligible faculty/staff member with a notarized affidavit attesting that they:

1. Share a residence (unless residing in different cities, states, or countries on a temporary basis).
2. Are in a long-term committed relationship and have been in this relationship for at least twelve (12) months.
3. Are each other's sole domestic partners and intend to remain so indefinitely.
4. Are responsible for each other's common welfare.
5. Are at least eighteen (18) years of age or older.
6. Are not legally married to anyone.
7. Are not related by blood closer than would bar marriage in the State of Ohio.
8. Are mentally competent to consent to contract.
9. Share financial obligations, as demonstrated by the existence of at least two of the following conditions:
 - A. Have common joint ownership of a residence (house, condominium, or mobile home).
 - B. Share at least two of the following:
 - (1) Joint ownership of a motor vehicle
 - (2) Joint checking account and/or joint credit account
 - (3) Residential lease identifying both partners as tenants
 - C. My domestic partner has been designated as a primary beneficiary of at least one of the following:
 - (1) My University of Mount Union Group Term Life Insurance
 - (2) My will

Eligible dependent children of the domestic partner of a University faculty or staff member are also eligible for benefits according to established University procedures, and healthcare and life insurance benefit plan documents.

Domestic Partner Policy

PER 5.0

Human Resources/ Academic Affairs

Applies to: Faculty and Staff

B. Termination of Domestic Partner Benefits

Faculty and staff who have enrolled for domestic partner benefits must notify the college within thirty (30) days of the termination of the relationship by submitting an "Affidavit of Termination of Domestic Partner Status" form. This form is available in the Human Resource Office.

Eligibility for benefits for the former domestic partner and his/her children, if applicable ends on the last day of the month of the date of termination of the relationship. A faculty staff member's failure to notify the University of the termination of the domestic partner relationship constitutes fraud and may result in liability for claims paid for ineligible services to both the faculty/staff member and their domestic partner, in addition to disciplinary action up to and including termination of employment.

C. Domestic Partner Benefits

Domestic partner benefits include: Bereavement Leave, Family Medical Leave Absence, Employee Discount programs, Medical and Dental Insurance coverage and Tuition Waiver.

PROCEDURE (required)

Issued:
Revised:
Edited:
Reviewed:

A. Applying for Domestic Partner Benefits

To apply for domestic partner benefits an Affidavit of Domestic Partnership must be filed. The following steps should be taken:

1. Complete an Affidavit of Domestic Partnership and submit it to Human Resources
2. We suggest consulting an attorney/tax advisor concerning any legal ramifications that may be created by the affidavit

Responsibilities (required)

Position or Office	Responsibilities
Human Resources	In charge of granting benefits

Resources (required for any resource referred to in the policy)

Contacts (required)

Position	Office	Telephone	E-mail/URL
Director of Human Resources	Human Resources	(330) 829-6560	Humanresources@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Edited:

Reviewed:

Template updated 00/00/0000