

7.6 DOMESTIC PARTNER

Original Date of Issue: 8/16/07

Revised:

1. Registration of a Domestic Partnership

Delaware County Community College extends domestic partner health care benefits to employees in a recognized domestic partnership. Domestic partner health care benefits are equivalent to spousal and dependent benefits. Eligibility information and benefit descriptions are governed by this policy and the contracts with the providers of these benefits.

A domestic partnership is recognized by the College when: 1) the relationship meets the definition of a domestic partnership and 2) the employee and the domestic partner have completed the College's registration and declaration process for a domestic partnership.

2. Definition of a Domestic Partnership

The College defines a domestic partnership as two individuals who reside in the same household, who have a close, committed, and personal relationship of indefinite duration, and have a financial and emotional interdependence consistent with that of a married couple. The partners must reside together for at least six (6) months and intend to do so for an indefinite period of time. Both partners must be at least 18 years of age and not related by adoption or blood. Neither partner may be married and each must be the sole domestic partner of the other. The two individuals must agree to be jointly responsible for the basic living expenses and welfare of the other partner and meet or agree to meet the requirements of any applicable federal, state, or local laws or ordinances for domestic partnership, and demonstrate their financial interdependence by submission of proof with supporting documentation such as, but not limited to, the following:

- Domestic Partnership Agreement.
- Joint Mortgage, Deed, or Lease.
- Designation of one of the partners as beneficiary in the other partner's Will, life insurance policy, or retirement benefits account.
- Mutually granted Durable Power of Attorney and/or Healthcare Power of Attorney.
- Joint title to an automobile, joint bank account, or joint credit account.
- Evidence of joint common household obligations.
- Evidence of a joint obligation on a loan.
- Such other proof as is sufficient to establish economic interdependency under the circumstances of the particular case.
- State recognition of marriage.

Registration Process

- The employee and his/her domestic partner complete and sign a Declaration of Domestic Partnership in the presence of a representative of the Human Resources Office or a notary public.
- The employee must provide the Office of Human Resources with three (3) or more of the documents enumerated above demonstrating the employee's and partner's joint responsibility

and shared financial obligations. Original documents must be submitted.

- Office of Human Resources reviews documents to determine adherence to criteria stated above. If the office of Human Resources determines that the documents meet the above criteria, then the partnership is registered with the College.
- Copies of the submitted documents are made and maintained with Declaration of Domestic Partnership. A copy of the Declaration of Domestic Partnership is given to the employee and all original documents returned.

3. Termination of a College Registered Domestic Partnership

A domestic partnership terminates when:

- The employee and/or domestic partner decide to terminate the relationship.
- There is a change in the relationship such that it no longer meets the College's definition of a domestic partnership or the terms and conditions of the College's insurance provider. (Example of a relationship that no longer meets the College definition of domestic partnership: The employee and his/her partner remain each other's sole domestic partner, remain in a committed relationship, etc.; however, they no longer reside together in the same residence and/or no longer share joint financial obligations.)

The employee is responsible for notifying the Office of Human Resources of the termination of a College registered domestic partnership. The notification must conform to the following guidelines to be considered a valid notification by the College.

- The employee or domestic partner advises the Office of Human Resources in writing within thirty (30) days of the termination of the partnership.
- The employee or domestic partner provides a copy of the letter to his/her domestic partner within the same thirty (30) day period.

Failure of the employee to notify the Office of Human Resources of the termination of a domestic partnership in accordance with the above noted guidelines constitutes fraud and misconduct and may lead to disciplinary action, including termination of employment.

An employee cannot file another Declaration of Domestic Partnership until twelve (12) months after the termination of a prior College registered domestic partnership.