



## HUMAN RESOURCES POLICIES

Section 300: Work Life and Benefits	Policy Number: 303.0 Domestic Partnership
New: _____ Revised: <u>  X  </u>	Effective Date: December 1, 2013 Last Reviewed: October 1, 2013
Scope: All Faculty and Staff	Authority: Office of Human Resources

- 303.0 Title**                      **Domestic Partnership**
- 303.1 Philosophy**              The University does not discriminate against employees on the basis of sexual orientation or marital status with respect to terms and conditions of employment.
- 303.2 Statement**              Therefore, Otterbein does not discriminate against employees in committed relationships that meet the following criteria: cohabitation, long-term emotional commitment, and financial interdependence. The University formulates its policies accordingly in such areas as access to University services, programs and facilities, staff and student housing and dining, and employee benefits.
- 303.3 Definition**              Domestic Partnership: two unrelated individuals, who share the necessities of life, live together, and have had an emotional and financial commitment to one another, all for a minimum of twelve months. In addition, partners cannot be married to someone else, have any additional domestic partners, or be related to one another by blood, closer than the criteria for marriage allowed by the State of Ohio.
- 303.4 Guidelines**              Faculty and staff who wish to cover their domestic partner under the University’s benefit plans may do so by completing an affidavit. Faculty and staff may be asked to provide documentation listed on the affidavit to establish and to continue eligibility. The University will identify, and require substantiation by affidavit of, the specific conditions required to meet this definition.
- Legal dependent children connected to a domestic partnership will be eligible for benefits if they fulfill the same eligibility requirements of legal dependent children of married couples as presently outlined within the University’s benefit plans. Important: the value of some benefits received by an employee’s domestic partner may be considered taxable compensation to the employee or to the domestic partner by the Internal Revenue Service>, Faculty and staff whose domestic partners receive such benefits and their domestic partners will be responsible for complying with applicable tax laws.
- 303.5 Attachments**              303.0-A Affidavit of Domestic Partnership
- 303.6 Related Policies**              None
- 303.7 History**                      Enacted: March 10, 2010  
Reviewed: October 1, 2013