



ADMINISTRATIVE POLICY MANUAL

SECTION: Personnel

POLICY NO.: 3225

ADMINISTERING DEPARTMENT: Human Resources

SUBJECT: Domestic Partner Benefits

Purpose:

To establish procedures for the eligibility of benefits as determined by the City of Clearwater for any eligible dependents of City employees and retirees who have established domestic partnerships.

Policy:

The City of Clearwater is committed to providing a supportive workplace by extending benefits to domestic partners that will allow employees and retirees in committed relationships, as defined by and meeting eligibility requirements established by the City, to be afforded the same benefits extended to married couples or employees with legally recognized dependents. Retirees enrolled in the City's medical plan are also eligible.

William B. Horne II
William B. Horne II, City Manager

11 / 1 / 2014
Date

Effective Date: 11/03/2014

Amended or Reissue Date:

Reference(s):

Statutes: _____ Ordinances: _____ Resolutions: _____ Legal Opinions: _____

Legal _____ Finance _____ Human Resources _____ Policy Committee 10/21 Dept. Head _____

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Definitions:

"Child" is defined as a natural child, stepchild, legally adopted child, foster child; newborn (up to age 18 months) of a covered dependent, or child for whom legal guardianship has been awarded of a health insurance participant or the participant's domestic partner.

"Dependent" is defined as dependent child(ren) of the participant or the participant's domestic partner.

"Domestic Partner" is defined as a person of the same or opposite sex with whom an employee or retiree has established a domestic partnership in accordance with the policy, rules, and procedures determined by the City.

"Domestic Partnership" is defined as a relationship between an employee or retiree and one other person of the same or opposite sex who meet all of the following eligibility requirements:

1. Both individuals are at least eighteen (18) years old and mentally competent to consent to a contract.
2. Both are each other's sole domestic partner and intend to remain so indefinitely.
3. Both have common residence and at the time of submitting an affidavit and have resided together on a continuous basis for the preceding six (6) months intending to continue the arrangement.
4. Both are not married under Florida law nor are domestic partners with anyone else and have not been so during the preceding six (6) months.
5. Both are not related by blood in any way that would prohibit legal marriage in the State of Florida.
6. Both share responsibility for a significant measure of each other's common welfare and financial obligations.

"Employee" is defined as a person employed by the City in a regular full-time or regular part-time status.

"Retiree" is defined as an individual who has ceased active employment with the City and is either (1) receiving benefits from the City Pension Plan or (2) eligible for Social Security benefits and has completed ten years of service with the City.

Procedures:

An employee or retiree may register with the city, county, or municipality in which he/she resides and provide the registry documentation as proof of eligibility to Human Resources. Or, an employee or retiree may complete a City of Clearwater Employee Affidavit of Domestic Partnership form along with all necessary documentation required by the form in order for an employee's domestic partner to be eligible as a dependent for health, and/or dental and vision insurance coverage in accordance with the definitions listed below.

The City of Clearwater Employee Affidavit of Domestic Partnership form may be obtained in the Human Resources Department for consideration of approval.

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1. The City will require an employee or retiree and his/her domestic partner to provide proof of eligibility to declare domestic partnerships with at least three of the following six items to be furnished to the City:
 - Joint lease, mortgage, or deed of common residence;
 - Joint ownership of a motor vehicle;
 - Joint ownership of regularly used checking or savings account;
 - Designation of the partner as a beneficiary for insurance, deferred compensation, or other retirement/disability policy;
 - Designation of the partner as a primary beneficiary for the employee's will, or joint wills;
 - Designation of the partner as holding power of attorney for health care
2. The City will require proof of dependent eligibility within thirty days of such time as benefits for the domestic partner and/or dependent children of the domestic partner are sought.

The City will subsidize the premium cost of medical benefits for an employee plus one dependent and an employee plus family which is consistent with the same subsidies afforded to all eligible employees. Retiree's medical premium costs are not subsidized. Benefits covering domestic partners will be deducted on a post tax basis.

A domestic partner and any eligible dependent(s) will be provided the same benefits afforded to all employees or retirees and their eligible dependents excluding American Family Life Assurance Company of Columbus (AFLAC) and Family Medical Leave Act (FMLA).

Termination of Benefits

In the event that the Domestic Partnership ends, the employee or retiree will be required to submit a written request within thirty days to remove his/her domestic partner and/or dependents.