

**UNIVERSITY GUIDEBOOK**

**Subject: Domestic Partners Benefits**

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Approved: October 28, 2004	<b>EFFECTIVE: November 1, 2004</b>

**Policy:** The University is committed to the recruitment and retention of a highly qualified and diverse workforce and to providing a competitive compensation package that demonstrates economic fairness and equity. The Board of Trustees authorizes benefits to be offered to domestic partners of eligible employees.

RESOLUTION NUMBER: YR 2005-10

**Parameters:** For purposes of this policy, a domestic partnership is defined as a long-term, committed and personal relationship that meets all of the criteria described in Youngstown State University’s “*Affidavit of Domestic Partnership.*” Documentation may be required to verify that the criteria are met. The information provided on the completed affidavit will be used by the University for the sole purpose of determining eligibility for domestic partner benefits. A dependent child of an eligible domestic partner is defined as a child who is claimed as a dependent on the domestic partner’s most recent income tax return and will qualify in the current year for dependency tax status.

**Procedures:** An employee desiring benefits for a domestic partner will need to complete an “*Affidavit of Domestic Partnership.*”. In addition, for health care coverage, a “*Same-Sex Domestic Partner Health Election Form.*”, and an Insurance Application must be completed and returned to the Benefits Office in Human Resources within 30 days from date of hire or life changing event.