



Domestic Partner Benefits

Effective Date	June 22, 2023
Policy Jurisdiction	University Wide
Responsible Executive	Vice President for Finance & CFO
Responsible Office	Office of Human Resources

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Purpose

Stetson University is committed to the equitable availability of family benefits and privileges among both married employees and those employees living in certified domestic partnerships.

Scope

Benefits are available to full-time benefit eligible employees living in certified domestic partnerships in accordance with the eligibility guidelines outlined within the policy.

Definitions

- **Employee:** A person employed for wages or salary with the University, where the University has the power or right to control and direct them in the material details of how the work is to be performed.
- **Full-Time status:** Employees with full-time status include all individuals who are employed on a nine- or 12-month basis, and who are hired to work on a regular schedule and an average of 32 hours per week or more. They may be classified as "Regular" "Temporary". Full-time employees may be exempt or non-exempt depending on the scope of work performed. Regular full-time employees are eligible for full participation in university benefit programs.

Policy

Stetson University is committed to the equitable availability of family benefits and privileges among both married employees and those employees living in certified domestic partnerships. Therefore, the following benefits are available to full-time benefit eligible employees living in certified domestic partnerships in accordance with the eligibility guidelines outlined below:

- Health and dental insurance
- Vision and AFLAC insurance
- Voluntary Dependent Life Insurance
- Tuition Waiver
- Employee Assistance Program
- Facility privileges such as library utilization, athletic events, concerts, discount meal program, etc.

A. Eligibility:

1. Faculty and staff members seeking benefits for a domestic partner must complete and sign an Affidavit of Domestic Partnership form that certifies that they meet the following eligibility criteria:
 - a. Both individuals are each other's sole domestic partner and intend to remain so indefinitely; and
 - b. Both individuals are not related by blood; and
 - c. Both individuals are unmarried and at least 18 years of age; and
 - d. Both individuals are in a relationship which each consider to be the functional equivalent of marriage and share joint financial responsibility;
 - e. Both individuals have resided together continuously in the same residence for at least 12 calendar months prior to applying for coverage under Stetson University's domestic partner benefits and intend to continue to reside together indefinitely.
2. A child or children of a certified domestic partner must meet the following additional eligibility criteria for coverage under Stetson University's domestic partner benefits:
 - a. Children must reside in the household and the domestic partner must be responsible for their well-being; or the domestic partner is required to provide coverage for them by court order; or

- b. The children qualify as the domestic partner's dependent(s) for tax purposes under the current federal guidelines; and
 - c. The children meet and continue to meet the eligibility requirements as outlined by each individual benefit provider.
- B. **Enrollment:** To apply for domestic partner benefits, an employee and their domestic partner must complete and sign the appropriate Affidavit of Domestic Partnership with required supporting documentation (e.g., proof of joint residence and joint financial responsibilities). Once signed and submitted, the employee will follow the established benefit enrollment procedures already in place at the University.
- C. **Dissolution of a Domestic Partnership:** Employees receiving benefits under a domestic partnership must notify the Office of Human Resources within 30 days of dissolution of the relationship. The employee will be required to sign a Termination of Domestic Partner Affidavit and will be subject to a twelve-month waiting period before applying for subsequent domestic partner benefits under the guidelines above.
- D. **Tax Information Regarding Health Care and Tuition Benefits:** In compliance with IRS regulations concerning domestic partner benefits, Stetson University is required to report the "fair market value" of health insurance benefits extended to domestic partners and their dependent children as taxable income to the employee. However, if such individuals qualify as tax dependents under the Internal Revenue Code, Section 152, the employee will be required to complete and sign a Declaration of Tax Dependent Status for submission to the Internal Revenue Service. Please note that Section 152 dependent status can only be claimed during the open enrollment period for tax treatment in the following tax year. Additionally, IRS regulations require that the "fair market value" of tuition benefits extended to domestic partners or to a domestic partner's dependent children be treated as taxable income to the employee. Exception will be made if such dependent children are legal dependents of the employee (e.g., adopted).
- E. **Waiver:** Stetson University reserves the right to unilaterally change the terms or conditions for qualification or discontinue eligibility for its Domestic Partner Benefits at any time without notice.

Procedures

N/A

Frequency of Review

This policy shall be reviewed once every three years.

Related Information

N/A

Policy History

Date of Revision	June 22, 2023
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