

UNIVERSITY OF PITTSBURGH PROCEDURE 07-06-08

CATEGORY: PERSONNEL
SECTION: Employee Support
SUBJECT: Domestic Partner Benefits
EFFECTIVE DATE: October 15, 2014 Revised
PAGE(S): 3

I. PURPOSE

To define the steps for extending certain benefits to domestic partners of University faculty, staff, graduate students and others with eligible academic appointments and for certifying that a domestic partnership meets University criteria for benefit eligibility.

II. SCOPE

This procedure is applicable to all faculty and staff on all campuses of the University of Pittsburgh and includes the following benefits for faculty and staff, as established by Policy 07-06-08:

- Health Insurance (medical, dental, vision, and flexible spending account)
- Educational Benefits
- Bereavement leave in the case of the death of a domestic partner or the parent of a domestic partner
- Dependent Life Insurance

This procedure is also applicable to graduate students and others with eligible academic appointments on all campuses of the University of Pittsburgh and includes the following benefits for graduate students and others with eligible academic appointments, as established by Policy 07-06-08:

- Health Insurance (medical, dental, and vision)

III. DEFINITIONS

Domestic Partnership - A committed relationship between two adults of the same or opposite sex, which meets the criteria described in the University of Pittsburgh Affidavit of Domestic Partnership for Faculty and Staff (see Exhibit A) and for Graduate Students & Others with Eligible Appointments (see Exhibit B).

IV. ADMINISTRATIVE RESPONSIBILITIES

The Office of Human Resources, Benefits Section is responsible for administering Domestic Partner benefits to eligible faculty, staff, graduate students and others with eligible academic appointments, for providing, upon request, the appropriate Affidavit for certifying a domestic partnership, and for verifying on the basis of the documentation provided, that the criteria for eligibility are met.

University departments are responsible for verifying, upon request for domestic partner bereavement leave, that a domestic partnership certification is on file with the Office of Human Resources.

V. PROCEDURE

Certifying the Existence of a Domestic Partnership

Human Resources

1. Upon request of a staff or faculty member, provide

FORM 0185 PITT 1424, University of Pittsburgh Affidavit of Domestic Partnership - Faculty and Staff (Exhibit A). Upon request of Graduate Student or Other with Eligible Appointment, provide FORM 0187 PITT 1443, University of Pittsburgh Affidavit of Domestic Partnership - Graduate Students & Others with Eligible Appointments (Exhibit B).

Faculty/Staff Member or
Graduate Student/Other with
Eligible Academic Appointment

2. Certify the existence of the domestic partnership by completing the appropriate University of Pittsburgh Affidavit of Domestic Partnership and returning the affidavit, notarized, to the Office of Human Resources.
 - a. Present any documentation available to support statements 9A, B, or C of the affidavit.

Human Resources

3. Review the Affidavit and supporting documents to ensure that the necessary requirements have been met for certifying the domestic partnership.
4. Verify that no certification of a previous domestic partnership is currently on file, or that one year has elapsed since the termination of a previous domestic partnership, in accordance with Policy 07-06-08.
5. Maintain Affidavit on file in a manner that ensures confidentiality of the document.

Granting Domestic Partner Benefits

Human Resources

1. Issue the appropriate documents for health insurance or education benefits to the eligible domestic partner.

Department

2. Upon request for domestic partner bereavement leave, verify with the Office of Human Resources that a domestic partner certification is on file.

Termination of a Domestic Partnership Certification

Faculty/Staff Member or
Graduate Student/Other with
Eligible Academic Appointment

1. Within 30 days of the dissolution of a certified domestic partnership, complete FORM 0186 PITT 1442, Statement of Termination of Domestic Partner Status (Exhibit C), in the Office of Human Resources.

NOTE: One year must elapse between the time a Statement of Termination is filed with the Office of Human Resources and the awarding of benefits to a new domestic partner.

2. Maintain statement on file in a manner that ensures confidentiality of the document.

VI. EXHIBITS

[Exhibit A - FORM 0185 PITT 1424, University of Pittsburgh Affidavit of Domestic Partnership - Faculty and Staff](#)

[Exhibit B - FORM 0187 PITT 1443, University of Pittsburgh Affidavit of Domestic Partnership - Graduate Students & Others with Eligible Academic Appointments](#)

[Exhibit C - FORM 0186 PITT 1442, Statement of Termination of Domestic Partner Status](#)

VII. REFERENCES

[Policy ER 04, Domestic Partner Benefits](#) (formerly 07-06-08)

[Policy AC 21, Employee/Spouse/Dependent Scholarships for Faculty](#) (formerly 02-07-01)

[Procedure ER 06, Employee/Spouse/Dependent Scholarships for Staff](#) (formerly 07-11-01)