

Domestic Partner Information Packet for *Nonbargaining, AFSCME Union, and Fire Union* Employees

FREQUENTLY ASKED QUESTIONS

QUESTION 1

Who qualifies as a domestic partner of a City *Nonbargaining, AFSCME Union, and Fire Union* employee?

- a. The Affidavit of Domestic Partnership requires a declaration of domestic partnership and that both parties:
 1. are each eighteen (18) years of age or older;
 2. share a close personal relationship and are responsible for each other's common welfare;
 3. are each other's sole domestic partner;
 4. are not legally married to anyone nor have and another domestic partner within the previous six (6) months;
 5. are not related by blood closer than would bar marriage in the state of Oregon and any other state where we have a permanent residence and are domiciled;
 6. have jointly shared the same regular and permanent residence for at least six (6) months immediately preceding the date of the Affidavit with the intent to continue doing so indefinitely;
 7. are jointly financially responsible for basic living expenses defined as the cost of food, shelter, and any other expenses of maintaining a household. Domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost. ***You must provide by attaching copies of at least three of the following as verification of your joint responsibility (information should be dated to confirm eligibility at time of enrollment):***
 - (a) Joint mortgage or lease.
 - (b) Designation of the domestic partner as primary beneficiary for a life insurance or a retirement contract.
 - (c) Designation of the domestic partner as primary beneficiary in the ***Nonbargaining, AFSCME Union, or Fire Union*** employee's will.
 - (d) Durable power of attorney for health care or financial management.
 - (e) Joint ownership of a motor vehicle, a joint checking account, or a joint credit account.
 - (f) A relationship or cohabitation contract which obligates each of the parties to provide support for the other party.
 8. were mentally competent to consent to contract when your domestic partnership began and remain mentally competent.

QUESTION 2

How do I enroll my domestic partner for health insurance coverage?

- a. Current *Nonbargaining, AFSCME Union, or Fire Union* employees may enroll a domestic partner midyear at the point their partner first meets the qualifications. The *Nonbargaining, AFSCME Union, or Fire Union* employee must complete and return the Affidavit of Domestic Partnership and enrollment form(s) to the City Manager/Human Resources Office. The affidavit is included in this packet, and the enrollment forms must be requested from the same office.
- b. New *Nonbargaining, AFSCME Union, or Fire Union* employees may enroll their domestic partner at the time of hire if the previously cited qualifications are met. The Affidavit of Domestic Partnership is included in this packet, and the enrollment forms were included in your new hire enrollment packet.
- c. *Nonbargaining, AFSCME Union, or Fire Union* employees choosing not to enroll a domestic partner when first eligible may enroll them during the annual open enrollment period.

QUESTION 3

What happens if I do not return the completed City's Affidavit of Domestic Partnership and Enrollment Forms?

The domestic partner will not be eligible for medical and dental coverage.

QUESTION 4

Are domestic partners of a City-covered *Nonbargaining, AFSCME Union, or Fire Union* retiree eligible?

Yes, as long as coverage is continued under one of the City's-sponsored retiree plans. Retired *Nonbargaining, AFSCME Union, and Fire Union* employees covered under a PERS-sponsored health plan are not eligible to cover domestic partners.

QUESTION 5

Are dependents of a domestic partner qualified?

Children of a domestic partner are eligible if they meet the requirements of an eligible dependent as defined by the City's health plans. These requirements are the same for dependents of any other City-covered *Nonbargaining, AFSCME Union, and Fire Union* employee.

QUESTION 6

What medical and dental plans will be available to my domestic partner?

Domestic partners must enroll in the same medical and/or dental plans as the *Nonbargaining, AFSCME Union, or Fire Union* employee. Adding a domestic partner does not allow a *Nonbargaining, AFSCME Union, or Fire Union* employee to change current plan elections.

QUESTION 7

I submitted the City's Affidavit and Enrollment Forms. What should I do now?

The City Manager/Human Resources Office will forward your completed and approved Affidavit and enrollment form(s) to Payroll for processing. Once processed, it will be sent to your insurance carrier. New ID cards should be issued listing all covered members. If you do not receive a new ID card, please contact your insurance company or CM/HR.

Coverage for domestic partners enrolled during open enrollment will be July 1 of the following year. Coverage for domestic partners added midyear will be effective the first of the month following the date you meet the requirements outlined on the Affidavit of Domestic Partnership. You must complete and submit the Affidavit of Domestic Partnership and enrollment form(s) within 31 days of qualifying for coverage.

QUESTION 8

Do the records of *Nonbargaining, AFSCME Union, and Fire Union* employees with domestic partners receive equal protections as any other employee?

Yes. Enrollment information for all City employees is restricted to a need-to-know basis. *Nonbargaining, AFSCME Union, and Fire Union* employees with domestic partners will have the same protections.

QUESTION 9

What are the tax implications for enrolling my domestic partner?

Under applicable federal and state income tax law, payments for health coverage of a domestic partner may not be eligible for pretax treatment. Coverage of the domestic partner and their dependents may result in additional imputed taxable income to the *Nonbargaining, AFSCME Union, or Fire Union* employee and related withholding for payroll taxes (including income and social security taxes) by the City. The imputed income feature does not apply if you are eligible to claim your domestic partner or your domestic partner's children as a dependent for tax purposes. We strongly advise you to discuss tax questions with you tax advisor.

QUESTION 10

Where should I send the completed Affidavit and Enrollment Form(s)?

Danette DeSaulnier or Laura Hyde in the City Manager/Human Resources Office.

QUESTION 11

Whom do I call if I need further information?

Danette DeSaulnier at ext. 7512, Laura Hyde at ext. 7508, or Rick Rebel at (541) 928-6401.