



SECTION: HR
TOPIC: DOMESTIC PARTN 01
GENERAL
MAY, 2011

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: DOMESTIC PARTNERHISP -- DESIGNATION OF

This policy covers Dane County employees who are in a budgeted position represented by a bargaining unit which has negotiated an expanded definition of "immediate family" for bereavement leave purposes to include a person, designated in writing by the employee, as a Domestic Partner.

Employees in such a bargaining unit shall be allowed to designate a "Domestic Partner" in accordance with the labor contract provisions, the Procedure for Designation Of A Domestic Partner and completion of a DOMESTIC PARTNER DESIGNATION FORM AND AFFIDAVIT.

END OF POLICY



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Forms Needed:

Domestic Partner Designation Form and Affidavit

RESPONSIBILITY

ACTION

- | | |
|---|--|
| Employee in An Applicable Bargaining Unit | 1. Employees in permanent positions who wish to designate a "Domestic Partner" must complete a sworn designation form. The completed form is submitted to the Employee Relations Manager <u>prior</u> to requesting or using bereavement leave for that "Domestic Partner." |
| Employee Relations Manager | 2. One copy of the "Domestic Partner" designation form shall be returned to the employee and one copy placed in the employee's official personnel file.

3. The Employee Relations Manager will accept an employee's "Domestic Partner" designation provided the following conditions are met:
a) The individuals are in a relationship of mutual support, caring and commitment; and
b) They are not married (unless they are married to each other) or legally separated and, if either party has been a party to an action or proceeding for divorce or annulment, at least six (6) months have elapsed since the date of the judgment terminating the marriage; and
c) Neither partner is currently registered in an domestic partnership with a different domestic partner and, if either partner has previously been registered as a domestic partner in a domestic partnership, at least six (6) months have elapsed since the effective date of termination of that registration; and |



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RESPONSIBILITY

ACTION

Employee Relations Manager

3. (continued)

- d) Both are 18 years of age or older;
and
- e) They are occupying the same dwelling as a single, nonprofit housekeeping unit, whose relationship is of permanent and distinct domestic character and they share common cooking facilities; and
- f) Both are competent to contract; and they are not in a relationship that is merely temporary, social, political, commercial or economic in nature; and
- g) Both agree to notify the Employee Relations Manager of any change in the status of their relationship.

Employee in An Applicable Bargaining Unit

- 4. Domestic Partnership designations may be withdrawn by filing a written notification with the Employee Relations Manager
- 5. Any questions concerning this procedure are to be directed to the Employee Relations Manager.
- 6. This procedure applies only to those represented employees where labor agreements incorporate this procedure.

END OF PROCEDURE