**ELIGIBILITY GUIDELINES FOR**

**DOMESTIC PARTNER BENEFITS**

“Domestic Partner” is defined as a person (whether of opposite or same sex) with whom the benefit-eligible staff member has established a “Domestic Partnership.”

“Domestic Partnership” is a relationship between a benefit-eligible staff member and one other person (either of opposite or same sex) having all of the characteristics more particularly described below.

“Domestic Partnership Family” is defined as a benefit-eligible staff member of Berea College together with that employee’s “Domestic Partner” and their naturally born or legally adopted children. Said children shall meet the same eligibility requirements as the children of any other Berea College employee family.

The person constituting the “Domestic Partnership” shall meet all of the following criteria to maintain eligibility for Berea College health benefits:

1. They have a single dedicated relationship of at least 12 months (affidavit required).
2. The have shared the same residence and the common necessities of life for at least the previous 12 months (joint ownership, lease or rent of residence proof required).
3. Each is at least 18 years of age.
4. Each is mentally competent to consent to contract.
5. Neither is currently married to another person outside of the “Domestic Partnership” under either statutory or common law.
6. They are financially interdependent and have furnished documents evidencing two of the following:
* Joint ownership of an automobile
* Joint checking, banking, or investment account
* Will and/or life insurance policy which designates the other as the primary beneficiary.
1. They must, at least once annually, execute an affidavit in the form provided by the Berea College Human Resource Department. Such affidavit shall attest to compliance with all of the foregoing criteria.

The above document, along with the required affidavit, must be submitted to the Human Resource Department before an employee’s “Domestic Partner” and their “Domestic Partner Family” can become eligible for Berea College health benefits. The same health insurance underwriting requirements and employee costs shall apply to “Domestic Partner Family” health premiums as to any other Berea College employee family. The definitions of “Domestic Partner” and “Domestic Partner Family” shall apply only to eligibility for Berea College health benefits and shall not be construed to apply to any other benefits program or their aspect of the eligible employee’s employment relationship with the College.