



2. Designation as beneficiary in each other's will;
3. Designation as attorney in a durable power of attorney document;
4. Joint ownership of significant assets;
5. Designation as health care surrogate;
6. Joint loan;
7. Joint credit card;
8. Joint Lease;
9. Other documentation deemed eligible by the Personnel Department.

### III. **POLICY/PROCEDURES**

It is the policy of the City of Hallandale Beach to extend health and dental benefits to domestic partners of City employees if the requirements for such a partnership are met. The following procedures should be used when adding a domestic partner:

- A. Employees must notify the Personnel Department that they meet the requirements set forth in this policy, and would like to add a domestic partner to his/her health and/or dental insurance coverage;
- B. Once eligibility has been approved by the Personnel Department, the employee and his/her domestic partner must sign a Domestic Partnership Registration Statement attesting that their domestic partnership has existed for a minimum period of 12 months;
- C. The Personnel Department will take the necessary steps to enroll the domestic partner, notify corresponding Insurance Company, and change employee premiums;
- D. When enrolled, domestic partners are subject to the terms and conditions governing all other employees who are covered by, or applying for health and/or dental insurance coverage.

When removing a domestic partner from the health and/or dental insurance coverage, the following procedure should be used:

- A. The employee must notify the Personnel Department within thirty (30) days of the domestic partnership termination, and a Domestic Partnership Termination Statement must be signed and notarized;
- B. The Personnel Department will take the necessary steps to terminate coverage for the domestic partner, notify corresponding Insurance Company, and change employee premiums.

**IV. ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES**

## Acknowledgements:

- A. The City of Hallandale Beach reserves the right to request proof that the domestic partnership meets the joint residency and financial interdependency eligibility criteria and provide documentation when requested.
- B. The individuals understand that they will be responsible for federal income taxes, if any, on the value of the income imputed for the benefits.
- C. At least twelve (12) months must elapse from the date the Domestic Partnership Termination Statement was filed with the Personnel Department before benefits for another domestic partnership may be approved.
- D. An employee who makes false statements about satisfying the eligibility criteria or fails to notify the City of Hallandale Beach of a change in status will be subject to disciplinary action up to and including discharge and/or loss of benefits.

The Personnel Department will be responsible for maintaining this policy.