ADMINISTRATIVE PROCEDURES

Procedure Number: 3-25
Effective Date: 05/14/2003
Revision Date: 11/08/2019

County Administrator

SUBJECT: DOMESTIC PARTNERSHIP AFFIDAVITS

DEPARTMENT RESPONSIBLE: The Office of the County Administrator

I. PURPOSE

This procedure is established to document the process by which Pima County recognizes domestic partnerships for the purpose of securing insurance benefits and for the use of sick leave or Family and Medical Leave Act (FMLA) leave. In accordance with Personnel Policies, employees electing insurance coverage may choose to cover eligible dependents. For Pima County insurance coverage purposes and the use of sick or FMLA leave, a domestic partner is considered an eligible dependent.

II. PROCEDURE

A. An employee who wishes to obtain insurance coverage or eligibility to utilize sick or FMLA leave for his/her domestic partner shall complete and sign (before a notary public) an Affidavit of Domestic Partnership (available on the Pima County Benefits website).

B. An employee shall file an Affidavit of Domestic Partnership every fiscal year in order to continue to carry insurance coverage or eligibility to utilize sick or FMLA leave for his/her domestic partner. The Affidavit of Domestic Partnership must be received in Human Resources by the end of the annual enrollment period that occurs prior to the start of each new fiscal year.

C. An affidavit of Domestic Partnership shall be terminated upon the death of a domestic partner or by a change of circumstance that results in the termination of the domestic partnership.

D. The employee shall file a Statement of Termination of Domestic Partnership (available on the Pima County Benefits website) within thirty-one (31) days of any change of circumstance.

E. Another Affidavit of Domestic Partnership cannot be filed until ninety (90) calendar days after a Statement of Termination of Domestic Partnership was filed, unless the termination is due to the death of the domestic partner.

F. At any time, an employee may be requested to document domestic partnership status by presenting written proof of the circumstances attested to in the Affidavit of Domestic Partnership (e.g., share the same permanent residence, marital status or age).