

# DOMESTIC PARTNERSHIP POLICIES AND PROCEDURES

No: S-18  
Original: December 2003  
Revised: n/a

Authority: UWM Administration

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## I. STATEMENT OF POLICY

The University of Wisconsin-Milwaukee (University) is committed to diversification of the student body, faculty, and staff and to serving the needs of those groups. Given this commitment, it is critical that all members of the student body, faculty, and staff be accorded equal treatment. In that light, domestic partners of students, faculty, and staff are entitled to access of all services (to the extent allowed by federal and state law, State of Wisconsin policies and benefits, the University of Wisconsin System policies and benefits, and UWM's ability to reasonably negotiate access to services provided by outside providers) extended to spouses.

## II. CRITERIA TO DETERMINE DOMESTIC PARTNER STATUS FOR THE PURPOSE OF THIS POLICY.

- A. "Domestic partners" are two individuals who both meet all of the following criteria:
1. Are 18 years of age or older.
  2. Are competent to enter into a contract.
  3. Are not legally married to, or the domestic partner of, any other person.
  4. Are not related by marriage.
  5. Are not related by blood closer than permitted under the marriage laws of the State of Wisconsin.
  6. Have entered into the domestic partner relationship voluntarily, willingly, and without reservation.
  7. Have entered into a relationship that is the functional equivalent of a marriage.
  8. Have been living together as a couple for at least 6 months before registration with the University.
  9. Intend to continue the domestic partner relationship indefinitely, with the understanding that the relationship is terminable at the will of either partner.

- B.** Domestic partners may be asked to provide at least two of the following forms of proof:
1. Evidence of joint purchase and ownership of a home
  2. Notarized copy of a lease naming both domestic partners
  3. Evidence of a joint savings or joint checking account established at least 6 months before registration
  4. Title and registration of joint ownership of an automobile
  5. Evidence of joint use of and liability for credit cards
  6. Certified copy of a life insurance policy naming the domestic partner as the beneficiary
  7. Evidence that the domestic partner is a beneficiary under the student's/employee's deferred compensation or retirement plan
  8. Evidence of durable powers of attorney per §§ 243.07, 243.10, 155.05, and/or 155.10, Wis. Stats.
  9. Student's/employee's last will and testament evidencing that the domestic partner is a major recipient of estate proceeds
  10. Other documentary evidence that demonstrates significant joint financial interdependency between the student/employee and domestic partner.

### **III. ESTABLISHING & TERMINATING DOMESTIC PARTNER STATUS**

**A.** Establishing domestic partner status

1. Students and employees who wish to document a domestic partnership should complete the University of Wisconsin – Milwaukee Affidavit of Domestic Partnership.  
<http://uwm.edu/urec/wp-content/uploads/sites/145/2015/04/Affidavit-Domestic-Partner-Form.pdf>  
(Editorially revised, 06-01-2017)
2. Employee should file the completed Affidavit of Domestic Partnership with Human Resources. Students should file the completed Affidavit of Domestic Partnership with the Office of Student Life.
3. The domestic partner status shall become effective on the date that the completed Affidavit of Domestic Partnership is filed with Human Resources.
4. Domestic partners who previously established domestic partner status with UWM cannot submit another domestic partnership form together or as part of a distinct domestic partnership for at least 6 months after the termination of the prior domestic partnership.

**B.** Terminating domestic partner status

1. Domestic partners wishing to terminate their domestic partner status

with UWM are obligated to file a Statement of Termination with Human Resources.

2. If the domestic partners become ineligible, as defined in sections II(A) & (B) above, they must file a Statement of Termination with Human Resources.
3. The Statement of Termination shall state that one or both of the partners wishes to terminate the domestic partner status or describe the change in status or eligibility as defined in sections II(A) & (B) above.
4. The termination of domestic partner status shall become effective on the date that the Statement of Termination is filed with Human Resources.
5. If there has been a change to one of the criteria evidencing domestic partnership under section II(B) above but the domestic partners continue to satisfy at least two criteria, the domestic partners shall file a revised Affidavit of Domestic Partnership with Human Resources. The domestic partner status effective date shall not change as a result of filing an amended Affidavit of Domestic Partnership.

#### **IV. AVAILABLE SERVICES AND BENEFITS**

##### **A. Children's Center**

1. Children of student, faculty or staff partners are eligible for services.
2. Information on the Center, enrolling your child, and rates is located at: [\[http://www.uwm.edu/Dept/CCC/\]](http://www.uwm.edu/Dept/CCC/).

##### **B. Dental Care**

1. The Voluntary DentaCare 186 plan covers partners.
2. Information concerning the DentaCare plan and eligibility is located at: [\[http://www.uwm.edu/Dept/HR/staffbenhndbk/dental.htm\]](http://www.uwm.edu/Dept/HR/staffbenhndbk/dental.htm); [\[http://uwsa.edu/hr/benefits/ins/denta186.htm\]](http://uwsa.edu/hr/benefits/ins/denta186.htm)

##### **C. Employee Assistance Program**

1. Faculty, staff, and immediate family members, including partners, are eligible for free and confidential consultation about mental health services, substance abuse, and other counseling needs.
2. Information concerning the Employee Assistance Program is located at: [\[http://www.uwm.edu/Dept/HR/refmaterial/htms/eap\\_intro.html\]](http://www.uwm.edu/Dept/HR/refmaterial/htms/eap_intro.html)

##### **D. Employment**

1. The Faculty Partner Accommodation Policy outlines procedures for exploring positions for partners as well as spouses.
2. Information concerning this policy is located at:

[[http://www.uwm.edu/Dept/Acad\\_Aff/policy/facpartner.html](http://www.uwm.edu/Dept/Acad_Aff/policy/facpartner.html)]

**E.** Klotsche Center

1. Family memberships include partners.
2. Information on membership is located at:  
[<http://www.uwm.edu/Dept/klotsche/membership.htm>]

**F.** Student Health Insurance

1. Student Resources/ MEGA Life Insurance covers partners.
2. Information on the insurance program is located at:  
[<http://www.uwm.edu/studentorg/sa/health.html>]

**G.** Library

1. Faculty and staff immediate family members, including partners, are eligible for Special Library Permit cards.
2. Information on Special Library Permit Cards is located at:  
[<http://www.uwm.edu/Library/Circ/family.htm>]

**H.** Sick Leave

1. Employees may use sick leave to tend to immediate family member(s) whose condition requires the employee's direct care or for the death of a family member."
2. For unclassified staff (academic staff, faculty and non-represented graduate assistants) "Family member" includes spouse "or equivalent."
3. Information on sick leave is located at:  
[<http://www.uwm.edu/Dept/HR/staffbenhndbk/sick.htm>]

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Robert C. Greenstreet  
Interim Chancellor  
University of Wisconsin-Milwaukee

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Date: