



## Addition of Domestic Partner Process

There are some requirements that a group must fulfill in order to offer employees Domestic Partner coverage for all MMEHT applicable plans.

*\*\*MMEHT has a Tax Implications summary and Question/Answer document about adding Domestic Partner Coverage available to any employer group interested in adding this coverage. Please ask your Field Service Representative for either of these tools when considering Domestic Partner coverage.*

### (1) Certified Meeting Minutes of Authorization Vote

**The governing body of the public entity (Town Meeting, Town or City Council, Board of Trustees, Board of Directors etc.) must vote to authorize allowing Domestic Partner Coverage for the Health Trust benefits.**

Specific vote wording is required. The **required wording** for each Health Trust employer group is provided on the next page. A copy of the minutes of the meeting where the vote is taken, attested by the appropriate person (Town Clerk, Secretary of governing body, or other authorized person,) should be sent to the Health Trust at the address below. Please make sure that the name of the body voting, the date of the vote, and the results of the vote are included.

### (2) Letter of Intent

The same person(s) authorized by the vote of the governing body must send a letter to Field Service Representative indicating that the employer group wishes to added Domestic Partner coverage. This letter should be accompanied by the minutes from the meeting authorizing this change.

### (3) Send Executed Items to the Health Trust

After photocopying all completed documents, please send items at least **60 days** prior to your effective date of requested coverage to **Maine Municipal Employees Health Trust • Attention: (Your Field Service Representative) • 60 Community Drive • Augusta, ME 04330.**

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For more information or questions, please contact your Field Service Representative, Lauren Gaudet ([lgaudet@memun.org](mailto:lgaudet@memun.org)) or Debbie Bridges ([dbridges@memun.org](mailto:dbridges@memun.org)), by email or telephone phone at 1-800-452-8786.

## **Required Language for Adoption of Domestic Partner Coverage**

Any participating employer in the Maine Municipal Employees Health Trust wishing to adopt Domestic Partner Coverage must do so via a vote of the public governing body.

The language below must be approved, as written, and in accordance with the individual employer requirements:

Effective **January 01, 2023**, the Town of Casco amends its personnel benefits policy to allow any employee who is eligible to enroll in the employer benefits the option of enrolling a domestic partner.\*

Any employee who wishes to add a domestic partner will be advised of the requirements set forth in the Domestic Partner Affidavit to add said partner. Furthermore, said employee has been advised there could be tax implications for adding a domestic partner.

The Domestic Partner of an Employee shall be:

- A “life partner of either the same sex or opposite sex of the employee;
- Not legally married or separated, to either the employee or anyone else;
- At least 18 years of age and mentally competent to consent to contract;
- Are each other’s Domestic Partners and intend to remain so indefinitely;
- Have been each other’s Domestic Partner for at least 12 months prior to the date of the signed Affidavit;
- Are not related by blood to a degree of closeness that would prohibit marriage in the State of Maine
- Are jointly responsible for each other’s common welfare; share financial obligations and share their primary residence

**Please note:**

Passage of Domestic Partner coverage will allow enrollment in all of the following MMEHT applicable benefits offered by the employer group: ***Medical, Dental and Vision***. Domestic Partner coverage must be employer-wide. It cannot be limited to specific unions, departments, or certain hours worked.