

BULLETIN NUMBER 10

TO: Reynolda Campus Faculty and Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: August 11, 2000

SUBJECT: Extending Benefits to Domestic Partners

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at: www.wfu.edu/Administrative-offices/Human-Resources/bulletin.htm.

1. Reference

Human Resources Policies and Procedures Manual, Section VI-15-1, Domestic Partner Benefits

2. Beginning September 1, 2000, Wake Forest University will extend certain benefits to same-sex domestic partners of regular full-time faculty and staff. The major benefits to be included are health insurance, dental insurance, tuition concession, library borrowing privileges and referral services.
3. The employee must confirm eligibility for same-sex domestic partner benefits by completing a sworn Affidavit of Same-Sex Domestic Partner Relationship and Statement of Responsibility to Wake Forest University. The affidavit must also be confirmed and sworn to by the employee's domestic partner. Documentation in support of the affidavit must be furnished. The Human Resources Department may require proofs of such quantity and quality as are deemed necessary in each case, in its sole discretion, to document the relationship as defined by the policy.
4. Wake Forest University will treat all employee documentation relating to Domestic Partner Benefits as confidential documents and accord the documents the same confidentiality as all other personnel documents. However, such documents may be discoverable under State and Federal laws and may be subject to subpoena in either civil or criminal actions in such courts.

5. Employees who desire to apply for benefits for their domestic partner or who have questions regarding domestic partner benefits should contact the Benefits Manager (758-1885 or rogerstb@wfu.edu).