



City of Pittsburgh
Operating Policies

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| Policy: Employee Marriage Benefits Policy | Original Date: 07/08/2014 |
| | Revised Date: |

PURPOSE:

The purpose of this policy is to provide information on how City of Pittsburgh employees entering into a legal marriage will proceed in the process of enrollment and attainment of benefits afforded to City of Pittsburgh employees. The available benefit offerings to the employee and their spouse will vary depending on the employment status (full-time, part-time) as well as the collective bargaining agreement with which the employee is associated. This policy applies to both same-sex and opposite-sex legally married couples.

POLICY STATEMENT:

Employees who enter into a legal marriage are able to receive applicable benefits for their spouse and any dependents that result from the marriage. The spouse of the employee and the dependents are eligible for health insurance, dental insurance, vision care insurance, sick leave, bereavement leave, or family leave, and the ability to participate in the bonus waiver program, Flexible Spending Account ('FSA'), Employee Assistance Plan ('EAP'), CityFit Wellness programs, & Dependent Care Account ('DCA') as are provided to other City employees and their families, to the extent consistent with the contractual obligations of the City's health care insurance providers.

City of Pittsburgh employees and their spouse must show legal marriage through providing the Benefits section of the Department of Personnel and Civil Service with a marriage certificate. Upon providing the marriage certificate, the employee's spouse and dependents will be entitled enrollment towards benefits afforded.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

DEFINITION(S)

Dependent: For the purpose of this policy, the definition of dependent includes, but is not limited to individuals who are a dependent of the employee for tax purposes, a naturally born child, those covered through a court ordered adoption or other applicable circumstance.

POLICY

Enrollment and attainment of Mutual Commitment benefits:

As legally recognized marriage is considered to be a significant life change event, upon the date of marriage, an employee may make benefits updates or changes at the time of marriage or at any open enrollment period. The employee will need to provide the Benefits section of the Department of Personnel and Civil Service with their marriage certificate. The employee may then add their spouse and their dependents. The Benefits section of the Department of Personnel and Civil Service Commission will provide necessary benefit forms and guidance on enrollment.

Taxation:

The cost of benefits to employees who are legally married and may carry benefits for their spouse and/or dependents is on a pre-tax basis.

Termination of Marriage:

If a marriage ends and is dissolved, the employee should immediately provide notice to the Benefits section of the Department of Personnel and Civil Service Commission to adjust the benefit enrollment. The employee is responsible for notification and will need to provide a divorce decree.

Transition from mutual commitment/ domestic partnership to legal marriage status:

If an employee was previously registered through a mutual commitment/ domestic partnership with the City of Pittsburgh and would make the choice to avail themselves to the benefits provided through legal marriage with their partner, their names will be removed from the mutual commitment/ domestic partner registry.