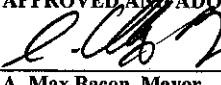
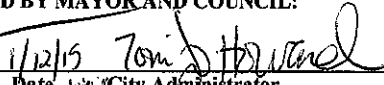
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: BENEFIT ELIGIBILITY
	NUMBER: GEN 12-0	REVISIONS:	EFFECTIVE DATE: January 5, 2015
	SUPERSEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:   A. Max Bacon, Mayor, Date <u>1/12/15</u> <u>Tom Howard</u> City Administrator	

PURPOSE: To define employee eligibility for City benefits.

STATEMENT OF POLICY

The City of Smyrna believes all benefit-eligible employees entering into a legal marriage (whether traditional or same-sex marriage) should have equal access to City benefits. Providing such benefits will assist the City in recruiting and retaining valuable employees.

To be eligible for benefits, including health, dental, vision, and life insurance coverage, employees must provide a marriage certificate from a state or jurisdiction that recognizes such marriages during annual benefit open enrollment or within thirty (30) days of a qualifying event in order to provide benefits to spouses and dependent children (if applicable). Such marriage certificate must be legally binding in the state in which it is issued. Additionally, the married couple must be eligible to file federal income taxes jointly under the regulations of the Internal Revenue Service in effect at the time.

Any personnel policies pertaining to spouses (i.e. sick leave, bereavement, FMLA, etc) shall also be in effect for employees in a legally-recognized marriage (whether traditional or same-sex marriage).

Employees who divorce must notify the Employee Benefits Coordinator and provide legal documentation (divorce decree) within thirty (30) days of the event.