

How to Qualify for a Partial Salary

For ISI Staff in PD

Abbreviations

- PD = Partnership Development
- ISI = International Students, Inc.
- DFD = Director of Field Development
- RFD = Regional Field Director

Introduction

One of the bumps in the road traveled during PD is how to support yourself/your family while you are raising support. This is why we encourage you (and/or your spouse) to continue some form of employment during at least the first part of your PD. One way ISI can help you is by paying you a partial salary during your PD, if you qualify (see below). **Please note:** It is not required that you receive a partial salary during your PD period. Receiving a partial salary is an option open to those who request it and qualify according to the criteria below.

Definitions

- Full-time employee = staff budgeted to work 24 or more hours per week.
- Part-time employee = staff budgeted to work less than 24 hours per week.
Important note: Part-time employees are not eligible for ISI benefits such as life insurance, health insurance, dental insurance, or retirement plans.
- Qualifying health insurance = Medicare, Medicaid, Cobra Coverage, or other eligible **group** plan (including parental insurance for staff under 26 years of age). If a staff member is budgeted to work 24 or more hours per week and is not covered by a qualifying health insurance plan, he/she **must** join the ISI-approved medical plan no later than the first of the month following the beginning of a partial salary.

Who qualifies for a minimum partial salary of \$500*/month?

- If you are budgeted to work for ISI less than 24 hours per week or if you are budgeted to work for ISI 24 or more hours per week and you have qualifying health coverage in place, then you may request a \$500 per month partial salary once the receipted income to your ISI account averages **at least \$1,200* per month over a 2-3 month period**. **Please note:** In most cases, this means that the earliest you can receive a partial salary is in the middle of the third or fourth month following the month of your PD Training.

- If you are budgeted to work 24 or more hours per week for ISI and you do **not** have qualifying health insurance in place, then on the first of the month following the beginning of your partial salary, we must begin your coverage on ISI's approved medical plan. In this case, you may request a \$500 per month partial salary once the receipted income to your ISI account averages **at least \$2,200* per month over a 2-3 month period. Important note:** The premium for your health coverage will be deducted from your ISI account balance, **not** from your partial salary.

Special notes

- If your average donor income exceeds the minimums (\$1,200 or \$2,200/month), you may request a proportionately larger partial salary.
- A partial salary must remain in place for at least **two pay periods** before requesting an increase based on increased donor income to your ISI account.
- Any reserve funds in your ISI account will also be considered when determining eligibility for partial salary.
- Exceptions to this policy will be considered on an individual basis and may apply to staff transferring support from another ministry to ISI.

How to request a partial salary

- Submit a request for partial salary to the DFD, Jeff Townsend (based on at least 2-3 months of donor income).
- The DFD may seek input from the PD Coach, local supervisor, and/or the RFD.
- After checking the qualifications for partial salary (above), if at least a minimum partial salary of \$500 per month can be approved, the DFD will submit a request to the Finance Department (with a copy to People Services and to the staff member's PD Coach, and RFD) to begin the partial salary in the first possible pay period.
- Requests for the beginning of partial salary or increases to partial salary must be made by the DFD to the Finance Department by the ninth of the month for payment on the fifteenth of the same month.

To request a partial salary, contact:

Jeff Townsend

Director of Field Development

jtownsend@isionline.org

719.576.2700, ext. 149

*These amounts are not arbitrary, but have been determined in consultation with our Executive, Finance, and People Services departments. In computing a partial salary, we must consider the 15% SSA on average donor income, whatever amount is budgeted for conference expenses (which begin to be set aside when a partial salary is granted), health insurance cost (if applicable), a reasonable amount for ministry expenses, and the remainder for increasing the account balance so that when released from PD, staff have at least one month of funds in reserve.