

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).

Definitions

- Benefits-eligible employees = staff budgeted to work 24 or more hours per week.
- Benefits-ineligible employees = staff budgeted to work less than 24 hours per week.
- Qualifying health insurance = Medicare, Medicaid, Cobra or other eligible *group* plan (including parental insurance for staff under 26 years of age). **Important Note:** If a staff member is benefits-eligible (i.e., 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 a \$500 per month partial salary may be granted once the receipted income to the account assigned you by ISI averages **at least \$1,200* per month over the most recent 2 to 3-month period**. **Please Note:** In most cases this means that the earliest you can receive a partial salary is 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 GuideStone medical plan. In this case, a \$500 per month partial salary may be granted once the receipted income to the account assigned you by ISI averages **at least \$2,200* per month over the most recent 2 to 3-month period**. **Important note:** The premium for your health coverage will be deducted from the balance in the account assigned you by ISI, not from your partial salary (although applicable state and federal taxes will be deducted from your partial salary gross amount).

Special notes

- If the average donor income to the account assigned you by ISI exceeds the minimums (\$1,200 or \$2,200/month), we may be able to pay a proportionately larger partial salary.
- A partial salary must remain in place for at least **two pay periods** before an increase, based on increased donor income to ISI.
- Any reserve funds in the account assigned to you 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.

Mechanics of granting a partial salary:

- As you monitor the account assigned to you by ISI over a 2 to 3-month period, if you feel the donor income warrants, you may alert the DFD, Jeff Townsend, who will check to see if you qualify for the beginning of a partial salary.
- 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, the staff member's PD Coach, and the RFD) to begin the partial salary in the first possible pay period.
- Requests from the DFD for the beginning of partial salary or increases to partial salary must be made to the Finance Department by the ninth of the month for payment on the fifteenth of the same month.

For questions about partial salary contact:

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*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 SSA of 15% on average donor income, whatever amount is budgeted for conference expenses (which begins to be set aside as soon as the account assigned to a staff member will bear the expense), 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, the staff member's account will have at least one month of budget in reserve.