**How to Qualify for a Partial Salary**

For ISI Team Members in PD

**Abbreviations**

PD = partnership development

ISI = International Students, Inc.

DFD = Director of Field Development

CFD = Coordinator of Field Development

RFD = Regional Field Director

FDA = Field Development Assistant

**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 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:**

• Each new month, after the previous month’s donor income is closed and prior to the payroll deadline for the new month, the DFD and the CFD meet to review donor income for the past three months for each team member in PD. If a partial salary or partial salary increase may be granted according to the above policy, a request is submitted via Paycom which will be payable on the 15th of the current month.

***For questions about partial salary contact:***

Jeff Townsend

Director of Field Development

jtownsend@isionline.org

Or

Amber Carpenter

Coordinator of Field Development

acarpenter@isionline.org

\*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.