

SUPPORT SCHEDULE POLICY

To ensure adequate control of funds donated to support InterAct's ministries, the following guidelines will be used to determine the support schedule and compensation of each staff member funded through deputized fundraising. These guidelines are general and can be adjusted as appropriate by the executive director.

Explanation of Support Schedule Line Items

1. Base Salary

Base salary is that which is needed for personal living costs, including income taxes. The base salary is taken from the 2018 base of \$4,000 month and adjusted for annual cost of living. This figure is prorated for part-time and short-term employees.

2. Years of Service

Except for retired employees who are eligible to continue receiving salary in retirement, a years-of-service increment is included in the salary calculation. After 5 years of service add 10% of base salary; 0.5% for each additional year of service thereafter.

3. Ministry Location Adjustment

The increase/decrease based on the cost-of-living index for the employee's specific ministry location relative to Portland, Oregon.

4. Additions

Additions to salary to cover special family needs (such as special-needs children, care for aging parents or repayment of student loans) not to exceed \$1,000/month.

5. Voluntary Reductions

Voluntary support reductions because of other income (such as Social Security, retirement, rental income, Alaska Permanent Fund, etc.).

6. Retirement

Actual amount contributed to an approved retirement program in the range of 10% to 20% of Base Salary.

7. Medical Insurance

Actual premiums paid for medical insurance or similar non-insurance healthcare plans.

8. Direct Ministry Expense

Amount raised each month to cover direct ministry expenses.

9. Employment Taxes

Amount raised to cover the employer's portion of FICA, Medicare/aid, CPP, etc.

10. Operations Assessment

Operations assessment equal to 10% of total support received, with a minimum of \$125/month. Retirees: 5% of total support received with no minimum.

The above guidelines are general and can be adjusted as appropriate by the executive director.

Support Schedule for Retirees

The support schedule for a retired employee eligible to continue receiving salary in retirement is calculated at 80% of the base salary. The Operations Assessment amount is equal to 5% of total support received with no minimum assessment.

Approved: February 4, 2012

Amended: February 1, 2020