

## **Interpreting/Transliterating Policies & Procedures**

For the purposes of this document, the following abbreviations/descriptions are to be used:

AIC - Assistant Interpreter Coordinator

Dual Services - Provision of Interpreting and Transliterating

IC - Interpreter Coordinator

I/T - Interpreter/Transliterator

RID - Registry of Interpreters for the Deaf

TCDHH - Texas Commission for the Deaf and Hard of Hearing

TSID - Texas Society of Interpreters for the Deaf

### **SERVICE PROVISION:**

- All TSID events are to be accessible to all persons requiring interpreting or transliterating services.
- To assure communication access, scheduled I/Ts are to interpret/transliterate even if persons who are deaf or hard of hearing are not in attendance.
- Dual services will be provided at the following annual conference events: opening ceremonies, plenary sessions and the business meeting(s).
- Preference is given, during the hiring process, to interpreters and transliterators who hold current TCDHH Level III or above or RID certification.
- Non-certified applicants may be considered for mentoring.
- I/Ts of every race, ethnicity and gender are encouraged to apply and every effort will be made to select I/Ts who represent the diversity of the TSID membership.
- Any event that is presented in sign only is required to be clearly advertised as such in advance of said event.
- All events are to be advertised as either providing I/T services, or that I/T services will be provided upon request, with requests made at least two (2) weeks prior to the event.
- Special accommodations (i.e. deaf/blind, oral) requests are to be submitted at least two (2) weeks prior to the start of the event, in order to ensure services. Otherwise, the provision of specialized interpreting services cannot be guaranteed.
- All concerns, complaints, requests, or changes regarding I/T services are to be directed to the IC or AIC. The IC or AIC should resolve the concern, complaint, change or request in a timely manner.

### **INTERPRETER/COORDINATOR:**

An Executive Board officer will coordinate interpreter services for events where an IC is not hired.

The IC has the authority to make short-term changes to the interpreting policies and procedures on an individual basis with the President's or 1<sup>st</sup> Vice President's approval.

The IC:

- Is to be paid an amount determined by the TSID Board;
- Will coordinate and schedule interpreter services by following this policy;
- Is to oversee all aspects of scheduling and provision of services;
- Is to negotiate contracts with I/Ts and submit terms to TSID board for approval;
- Is to determine whether one (1) or more interpreters are needed for each specific event;
- Is to provide information to the hotel staff on obtaining interpreting services;
- Is to be on site at all designated events;
- Should be prepared to interpret at all times during events when I/Ts are needed;
- Is to check (or send a designated representative to check) each event prior to its beginning to ensure the scheduled I/T is in place and ready to work.

### **INTERPRETERS/TRANSLITERATORS**

I/Ts working the Conference Business meeting or any Executive Board meeting are allowed to assign their vote and proxies they carry to a current voting member.

I/Ts are not eligible to earn CEUs when working.

I/Ts scheduled for 75% of the scheduled events (as calculated by the IC) are to be considered Full-Time. Those working less than 75% are to be considered Part-Time.

Registration or banquet costs are waived for full-time I/Ts. I/Ts are not required to pay costs associated with events for which they are scheduled (e.g. those working the banquet do not need to buy a banquet ticket).

Full-time I/Ts' lodging and transportation may be paid according to the TSID Travel Policy with approval of the Executive Board.

I/Ts are to:

- Be paid for their services according to certification
- Be paid as outlined in their contract
- Be paid a one-hour minimum for each assignment and paid in 15-minute increments;
- Arrive at each assigned job fifteen (15) minutes prior to the start time in order to assure appropriate room setup, assess modality, speak with presenter, confer with team member(s), etc.
- Receive prior authorization to trade assignments
- Dress professionally at all assignments with regard to contrasting color to skin tones, non-distracting accessories, solid colors, etc.
- Submit time sheets, receipts and expense forms (as applicable) to the IC or AIC at the conclusion of the event or within thirty (30) days thereafter. Receipts received after thirty (30) days may not be accepted. Payment will be made within thirty (30) days of receipt of said documents; however, effort will be made to pay I/T at the conclusion of the event
- Attend all meetings scheduled or called by the IC and/or AIC

- Check the interpreter office at least three times daily for updates, changes, messages, etc.
- Submit cancellations of an assignment in writing at least thirty (30) days in advance. If TSID has incurred any cost (i.e. airfare), the I/T is to reimburse TSID for such costs. In the event of an unforeseen emergency (illness, death in the family, etc), notify the IC or AIC immediately in order to find a replacement. In these situations and upon verification, the I/T is not required to reimburse TSID for incurred costs.

**DOCUMENT HISTORY**

- Established        02/1996
- Revised            08/2000