

**I am a sign language
interpreter at Clark.**

Now what do I do?

Clark College
Sign Language Interpreter Handbook
December 2006

Table of Contents

3	Job description
4	Code of Professional Conduct
4	How much will I get paid?
4	Will Clark pay for mileage for student field trips?
5	Will Clark pay for preparation time?
5	How do I get a copy of the textbook?
5	How do I get paid?
6	When do I turn in my time sheets? When will I be paid?
7	How do I submit my hours if class is cancelled or the student/professor does not show?
7	What happens if the college is closed or operations are suspended?
8	What happens during final examinations week?
8	How long do I have to wait for a student to show up?
8	What do I do if the student or professor does not show?
8	What do I do if I am going to be late?
9	What do I do if the professor goes longer than the scheduled class time or changes the class time?
9	What if a class changes location?
9	Who requests interpreters?
10	What do I do if I need a substitute?
10	What do I do if I am having difficulties with the student or professor?
10	Where do I park?
11	Can I transport students in my private vehicle? Can I ride with a student/professor in his/her private vehicle?
11	What do I wear?
11	Will I be part of a team?
12	How will I be evaluated?
12	May I use the Thompson Fitness Center?

Attachments

Sign Language Interpreter Evaluation Form (evaluation by student)
Sample – DSS Interpreter Time Sheet
Website to campus map
Understanding and Agreement

Job description

Position Title: Sign Language Interpreter, Levels I-V
This is a part-time, hourly, non-benefited, temporary classified position. Under this agreement interpreters' work will not exceed 1050 hours in any 12-month period.

Supervisor: Disability Support Services Lead Interpreter/Program Support Supervisor II

Primary Purpose: Under the direction of the Disability Support Services (DSS) Lead Interpreter, provides sign language interpreting services for classroom and related activities. The interpreter functions as the support service provider to facilitate communication between students, faculty, staff, and visitors who are deaf, hard of hearing, and hearing on the campus through the use of sign language or oral interpretation/transliteration.

Work Hours: The number of hours and work periods will vary depending upon student enrollment. (Refer to maximum allowances above.)

Work Environment: Work is mainly performed in the classroom and/or laboratory environment and can take place at any Clark College owned or rented facility.

Knowledge, Skills and Abilities:

- Must be familiar with the Registry of Interpreters for the Deaf (RID). Must understand how the Code of Professional Conduct applies to job duties at Clark College, and be knowledgeable of professional practices affecting interpreting and/or transliterating.
- Must be able to demonstrate skill in a wide range of sign language systems.
- Must be able to interpret/transliterate technical and non-technical lectures and discussions for instructors, presenters, lecturers, audience members, students, and visitors, conveying the meaning and spirit of the speaker.

Physical Requirements:

Considerable learned physical skill is required to perform sign language. Certain coordinated finger, limb, or body movements must be performed routinely in the course of regular work. Extended standing or sitting is required. Constant repetitive motion and mental processing may be required, which can lead to fatigue.

Registry of Interpreters for the Deaf - Code of Professional Conduct

Interpreters are expected to adhere to the Registry of Interpreters for the Deaf Code of Professional Conduct as it applies to their role at Clark College.

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

Refer to www.rid.org for the full version of the Code of Professional Conduct.

How much will I get paid?

Ongoing classroom and substitute assignments:

Level 1	No certification, no ITP	\$15-20 per hour*
Level 2	No certification, ITP graduate	\$21-25 per hour*
Level 3	NAD III or CI or CT or IC or TC or NIC-C	\$26-35 per hour*
Level 4	NAD IV or CI/CT or CSC or IC/TC or NIC-A	\$36-45 per hour*
Level 5	NAD V or SC:L or NIC-M	\$50 per hour*

*Ranges based on experience, years with certification, and degree(s) held.

One time, specialty, or off-campus trips will be negotiated on a case-by-case basis.

Clark does not pay for drive time to and from a regularly scheduled ongoing classroom or substitute assignment. Hours reported are to be based on the actual scheduled class time (i.e. 9:00-9:50 is 1 hour, 10:00-11:05 is 1.25 hours, 12:10-1:30 is 1.5 hours, etc.). Clark does not pay a two-hour minimum. The rates are the same for day, evening, and weekend hours.

Will Clark pay for mileage for student field trips?

Clark College will only pay for mileage connected to mandatory student field trips. Mileage will only be paid to sign language interpreters for destinations that are in excess of 20 miles one-way. Mileage will be calculated from the main Clark College campus. All travel must be pre-approved by the Lead Interpreter or authorized designee. Interpreters may not be paid for mileage if prior approval is not obtained.

Will Clark pay for preparation time?

Preparation time for classes will be authorized on a case-by-case basis. Multiple factors will be taken into consideration, such as course content, interpreter's skills/background, and student's language preference/needs. The Disability Support Services Lead Interpreter must authorize preparation time in advance. If prior authorization is not received, payment cannot be made.

How do I get a copy of the textbook?

If you would like a copy of the textbook, first ask the professor if he/she has an extra copy. (An old edition will give the same basic information and vocabulary.) If the professor does not have one, check the college library. If you are still unable to locate a copy, contact the DSS Office. The DSS staff will attempt to locate a copy for you.

DSS does **not** buy books for interpreters. If you choose to buy the book on your own, DSS will not reimburse you. You can sell the book back to the bookstore during "book buy back" time following the bookstore's policies.

How do I get paid?

An original *Temporary Employee Time Sheet* (purple time sheet) **AND** DSS *Interpreter Time Sheets* (white time sheet) must be submitted together for payment. Faxes and individual business invoices will not be accepted. If you choose to mail in your time sheet, it must still arrive in the DSS Office by the last working day of the month. Time sheets are to be mailed to: Clark College, Disability Support Services-PSU 014, 1933 Fort Vancouver Way, Vancouver, WA 98663.

One completed purple *Temporary Employee Time Sheet* must be submitted every month. This time sheet is a summary report of your monthly hours. It needs to be completed as follows in order to process it for payment:

- Month/Year
- Name
- System ID # (This 9 digit number begins with 940. If you do not know your number, contact the Clark College Payroll Office at (360) 992-2128.

- Straight-Time (total all hours worked for the day and place on appropriate date)
- Employee's Signature and Date

One completed white *DSS Interpreter Time Sheet* needs to be completed for each **class**. It needs to be completed as follows in order to process it for payment.

- Name
- Month/Year
- Hourly Pay
- Date and Student Name(s)
- Class/Event
- Time (start, end, and total)
- No Show (boxes checked as appropriate)
- Signature, Date, and Total Hours

The *Temporary Employee Time Sheet* and the *DSS Interpreter Time Sheet* are both required. They must be submitted to the DSS Office together.

When do I turn in my time sheets? When will I be paid?

Time sheets are due in the Disability Support Services Office by **close of business on the last working day of the month (except June which is due on the last day of spring term)**. Time sheets received by this deadline will be processed and paid on the 15th of the following month. Time sheets received after this deadline may have to wait until the next cycle for payment.

Time sheets are due at the end of the calendar month of the work performed. These time sheets must be turned in on a monthly basis. Under no circumstances may time sheets or hours be accumulated for more than one month and turned in at a later date.

Time Sheets Due by Close of Business on the Last Working Day of the Month	Payday
January	February 15
February	March 15
March	April 15
April	May 15
May	June 15
June Due last day of spring term	July 15
July	August 15
August	September 15
September	October 15
October	November 15
November	December 15
December	January 15

If the 15th of the month falls on a Saturday or Sunday, paychecks will be ready on the previous Friday. If the 15th of the month is a holiday, paychecks will be ready on the previous workday.

Paychecks can be picked up in the Cashier's Office in Penguin Student Union building on the 15th. If you would like to have your paychecks mailed to you or direct deposited, contact the Payroll Office at (360) 992-2128 for the appropriate paperwork.

How do I submit my hours if class is cancelled or the student/professor does not show?

If the student does not show...

If individual classes are cancelled...

If the professor does not show...

If the student informs you that he/she will not be attending...

If the DSS office cancels interpreting services...

Time sheets should reflect the following:

Less than 24 hours notice – you can be paid for scheduled time

If DSS calls after 12:00 (noon) on Friday or anytime on Saturday or Sunday to cancel a Monday interpreting assignment – you can be paid for the scheduled time.

More than 24 hours notice – you will **not** be paid for scheduled time

If DSS calls before 12:00 (noon) on Friday to cancel a Monday interpreting assignment – you will **not** be paid for the scheduled time.

EXCEPTION: If a single class/event is 7 hours or longer in one day, it is considered an “all day” assignment. “All day” assignments cancelled with less than 48 hours notice can be paid for scheduled time.

If the college cancels an interpreter with less than 24 or 48 hours notice, the interpreter is to remain on call and be ready to work during those hours. If the interpreter is not available or refuses work during the cancelled time frame, the interpreter will NOT be paid for that time.

Although Clark College does not foresee any students dropping their classes, should they do so, the college is under no obligation to continue providing you with the same number of hours. If a student should withdraw from school or a class, the above procedures will apply.

What happens if the college is closed or operations are suspended?

If classes are cancelled due to weather or other emergency situations, the college is closed, or operations are suspended, the above 24 hour cancellation policy does NOT apply. Interpreters will NOT be paid for the above listed situations (WAC and college policy regarding part-time classified employees).

The DSS Office staff will attempt to contact all scheduled interpreters, but it is ultimately, each individual interpreter's responsibility to monitor college closures via television stations, radio stations, the college website (www.clark.edu), and/or the general college telephone number (360-992-2000).

What happens during final examinations week?

Clark expects interpreters to be aware of and plan accordingly for final examinations week. Interpreting continuity is important. If you are scheduled to interpret for a class, it is expected that you will also interpret for the final exam. Clark College follows a final exam schedule. This information is available in each quarter's class schedule. It can also be found on Clark's website (www.clark.edu/admissions_fin_aid/registration/final_exam_schedule.php). It is the interpreter's responsibility to confirm the final examination time with each professor. Interpreters must notify the DSS Office of their final examination schedule at least two weeks prior to the beginning of final exam week. If notification is not given, interpreters may not be paid for that time.

How long do I have to wait for a student to show up?

You should wait **outside of the classroom** if the student is not there upon your arrival. You should wait for 10 minutes per paid class hour.

Class is 1 hour	Wait at least 10 minutes after scheduled start time
Class is 1.5 hours	Wait at least 15 minutes after scheduled start time
Class is 2 hours	Wait at least 20 minutes after scheduled start time
Class is 2.5 hours	Wait at least 25 minutes after scheduled start time
Class is 3 hours	Wait at least 30 minutes after scheduled start time

What do I do if the student or professor does not show?

If the student does not show up during the above allotted times or the professor does not show, you must **CALL** the DSS Office immediately and inform them about this absence. Evening and weekend interpreters are to call the Lead Interpreter to report no shows. Contact numbers will be provided with the interpreters quarterly schedule. Interpreters need to report no shows for several reasons.

- The DSS Office may need you to cover another class, event, or last-minute request.
- The DSS Office will have documentation of students' absences.
- Students may have contacted the DSS Office and told the staff that they will be late and to have the interpreter wait.

If you choose not to call in, you will only be paid for the wait time charted above.

What do I do if I am going to be late?

It is essential that you are prepared to interpret when the class starts. Arriving late, even a minute or two, or coming into the class at exactly the beginning of the lecture is not acceptable. The professor cannot convey his/her lecture without you there. It is not fair to the students using interpreting services to miss the often important first few minutes of a lecture.

If you are unavoidably delayed during regular business hours, you must **call, NOT email or page**, the DSS Office (360-992-2955). Evening and weekend interpreters must call the Lead Interpreter. Your time sheet must reflect the tardiness. Chronic tardiness will not be tolerated.

What do I do if the professor goes longer than the scheduled class time or changes the class time?

If you can stay, please do so. Submit your time in 15 minute increments and call the overtime into the DSS Office within 24 hours. If you do not call in the overtime, you may not be paid for it.

If you cannot stay (e.g., you have another class to get to), inform the student that you need to leave and go. You can then meet with the professor before the next class session to explain why you could not stay for the extended time or you can call the DSS Office, and the Lead Interpreter will contact the professor.

This applies to the occasional run-over. If the professor consistently goes over time or changes the class meeting times, the Lead Interpreter must be informed.

What if a class changes location?

If for any reason there is a permanent change in the location of the class or if the class meets in a lab regularly, call the DSS Office and inform the Lead Interpreter of this change. It is important that the DSS Office has the most up-to-date list of class locations. This way substitute interpreters are sent to the correct location, and you can be found in an emergency.

Who requests interpreters?

All interpreter requests must go through the DSS Office. If a student needs an interpreter outside of the regularly scheduled class time, the student needs to make a request through the DSS Office. If a student asks you to interpret for them outside of regularly scheduled time, refer them to the DSS Office. If you choose to interpret for them, and it has not been approved through the DSS Office, you may not be paid for that time.

An exception to this rule is if the student wants to talk with the professor or another student regarding course related material immediately after class. If your schedule permits you to stay, please do so. If you stay longer than the class billable time, submit your time in 15 minute increments. You must

call the DSS Office within 24 hours to inform them of the overtime. If you do not call in the overage, you may not be paid for the additional time.

What do I do if I need a substitute?

If you know in advance (i.e. vacation, appointment, etc.) that you will be in need of a substitute interpreter, contact the DSS Office as far in advance as possible. Every effort will be made to fill your request. The DSS Office would appreciate it if these types of requests were kept to a minimum. Consistent interpreting services are preferred.

If you need a substitute at the last minute (i.e. illness, traffic, car problems, etc.) during regular business hours, call the DSS Office at one of the following numbers:

Direct office line – (360) 992-2955
Alternate office line – (360) 992-2314

If you need a substitute at the last minute for evening or weekend classes, call the Lead Interpreter. Contact numbers will be provided on your quarterly schedule.

Do NOT email last-minute sub requests. Email may not be checked in time.

What do I do if I am having difficulties with the student or professor?

If you are experiencing problems with a student or a professor, the first step to resolution is to discuss your concerns with the other party. If you do not feel comfortable with this approach or it did not resolve the problem, contact the Lead Interpreter. The Lead Interpreter will make every attempt to assist you with resolving the conflict.

Where do I park?

The Clark College Parking and Traffic Rules and Regulations specify that all faculty and staff using the parking facilities at any time between 7 a.m. and 10 p.m. during the academic year are to purchase and display a valid parking permit. You may pay for your permit at either the College Bookstore or the Cashier's Office in the Penguin Student union Building. You must then take your receipt to the Clark College Security and Safety Office in Gaiser Hall where the actual permits are issued. Disabled parking is available to those with an appropriate state permit. Visitor parking is not to be used by interpreters.

Can I transport students in my private vehicle? Can I ride with a student/professor in his/her private vehicle?

Transporting students or riding with students or professors is your decision. If there should be an accident, the driver's private vehicle insurance will be the coverage. DSS strongly discourages interpreters transporting students in their private vehicles or riding in student vehicles. If you choose to do so, you do so at your own risk. An exception would be riding in state or college owned/rented vehicles. Contact the Lead Interpreter for clarification on a case by case basis.

What do I wear?

Clark College expects all interpreters to dress appropriately for their assignments. Care should be taken to dress professionally and neatly, as is appropriate for your assignments. Rarely are shorts and t-shirts appropriate. Jeans may be appropriate in some vocational programs, but are not normal professional attire. Be cognizant of clothing color and patterns.

Will I be part of a team?

The Lead Interpreter will determine if a situation warrants team interpretation. When teams are used, Clark expects that both interpreters will be present for the entire class time, unless prior arrangements have been made with the Lead Interpreter. Clark also expects that all interpreters will be fully engaged in the assignment. Switches between interpreters should be made so as to cause the least disruption to the class as possible.

"All team members are constantly active in the team process. They rotate between primary and support roles. Primary roles are directed to the consumers and include tasks such as signing and voicing. Support roles are necessary to enhance the team's performance and include:

- monitoring the overall setting
- assuring appropriate and timely transitions
- prompting the primary interpreter." (RID Team Interpreting Position Paper)

Clark College expects all interpreters to be good stewards of state dollars. If you are scheduled to team a class that does not warrant two interpreters, it is expected that you will contact the Lead Interpreter about the situation. When teamed classes have scheduled examinations, laboratory assignments, and/or independent classroom work, it is expected that only one interpreter will bill during this time. Contact the Lead Interpreter if you feel there are extenuating circumstances that require two interpreters for the above listed activities. The DSS Office expects the two interpreters involved to divide these situations as equitably as possible.

How will I be evaluated?

Students will be sent a voluntary interpreter evaluation form as each term draws to a close. Each student will be given the option of keeping his/her evaluation form confidential.

Periodically the DSS Lead Interpreter may observe/evaluate you. The goal of this observation/evaluation is to provide you with feedback and to help ensure that quality interpreting services are being provided to students at Clark College. It will also give the Lead Interpreter the opportunity to observe your skills and gather information to help with future placements.

May I use the Thompson Fitness Center?

You are eligible to use the Thompson Fitness Center. You will need to pay a quarterly fee at the Cashier's Office located in the Penguin Student Union Building.

Sign Language Interpreter Evaluation Form

(evaluation by student)

Date _____ Interpreter's Name _____

Student's Name _____ Class _____

We would like some feedback regarding the interpreting services provided for your class(es). If you do **NOT** want this feedback form shown to the interpreter, check this box. This feedback should relate only to the above listed class(es). Please return this form to the DSS Office in Gaiser Hall by _____.

	Always	Most of the time	Sometimes	Never
The interpreter arrives on time for the class.				
The interpreter's clothes are appropriate for this class.				
The interpreter asks the teacher for repeats, if necessary.				
The interpreter fingerspells clearly.				
The interpreter signs clearly.				
The interpreter uses appropriate mouthing for me.				
The interpreter understands the information taught in this class well enough to provide satisfactory interpreting services for me.				
The interpreter uses signs that I suggest.				
The interpreter knows the signs for this class.				
The interpreter uses signs that I understand.				
The interpreter uses proper facial expressions and body language for me.				
The interpreter manages the room appropriately (checks for good lighting, sits where I can see clearly, etc.)				

I would like to have this interpreter again.

YES

NO

(continued on back)

It would be helpful to me if the interpreter would...

It would be helpful to me if the interpreter would not...

Comments/Suggestions:
