

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

**Now what do I do?**

Clark College  
Sign Language Interpreter Handbook  
June 2010

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Sign Language Interpreter Evaluation Form (evaluation by student)

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 960 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 professors, 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.

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# 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](http://www.rid.org) for the full version of the Code of Professional Conduct.

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## 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 billable time, 10:00-11:05 is 1.25 hours billable time, 12:10-1:30 is 1.5 hours billable time, etc.). Clark does not pay a two-hour minimum. The rates are the same for day, evening, and weekend hours. The time difference between billable time and actual class time is to allow for travel between assignments or to stay and interpret questions between students, professors, and/or peers.

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## 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.

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## 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 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.

If you are given less than 24 hours notice of a cancellation of a class and you have been authorized for preparation time and you are not reassigned, you must use this class time as preparation time.

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## 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.

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## How do I get paid?

An online Time and Leave Report (TLR) **AND** DSS Interpreter Time Sheet must be submitted for payment. Faxes and individual business invoices will not be accepted. An online TLR must be submitted every month. This timesheet is a summary of your total hours for the month. It must be completed and submitted for approval by the last working day of the month or the last day of finals for the month of June. To access the online Time and Leave Reporting System you must know your employee identification number (a nine digit number beginning with 940-) and your PIN. If you need assistance locating these numbers please contact the Payroll Office at 360-992-2128.

In addition to the TLR, one completed DSS Interpreter Time Sheet must also be completed. Without the DSS Interpreter Time Sheet your TLR cannot be processed for payment. The DSS Interpreter

Time Sheet will be sent to you electronically. It is your responsibility to save, copy, and submit this timesheet to the Lead Interpreter via email the same day you submit your TLR.

Submission of a TLR means you attest to working the reported hours. This means you were interpreting, or preparing for assignments (see explanation of preparation time), or involved in professional development activities. (Cancellation policies are explained below.)

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## When do I submit my Time and Leave Report? When will I be paid?

Time and Leave Reports and *DSS Interpreter Time Sheets* are due to the Lead Interpreter by **close of business on the last working day of the month (except June which is due on the last day of finals week)**. Time and Leave Reports and *DSS Interpreter Time Sheets* received by this deadline will be processed and paid on the 15<sup>th</sup> of the following month. Time and Leave Reports and *DSS Interpreter Time Sheets* received after this deadline may have to wait until the next cycle for payment.

These time sheets must be submitted 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.

<b>TLR and DSS Time Sheets Due by Close of Business on the Last Working Day of the Month</b>	<b>Payday</b>
January	February 15
February	March 15
March	April 15
April	May 15
May	June 15
June <b>due last day of finals week</b>	July 15
July	August 15
August	September 15
September	October 15
October	November 15
November	December 15
December	January 15

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

Paychecks can be picked up from the Payroll Office in the Baird Administration Building (BRD) on the 15<sup>th</sup>. If you would like to have your paychecks mailed to you or directly deposited, contact the Payroll Office at (360) 992-2128 for appropriate paperwork.

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## **How do I submit my hours if class/event 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...

### **TLR and DSS Time sheets should reflect the following:**

Interpreters are expected to work all hours reported via the TLR. If the DSS Office contacts you to cancel services more than 24 hours in advance of your assignment (48 hours if the assignment is 7 hours or longer in one day) you cannot report this on your TLR and you will not be paid for this time. For a Monday class 24 hours notice will constitute a call or text message to the interpreter before noon on the previous Friday.

If the college cancels an interpreter with less than 24 (or 48 hours if applicable) notice, the interpreter is to remain on call and be ready to work during those hours. If the interpreter is not informed of another placement during those hours then he/she is expected to use the time to prepare for assignments interpreted for Clark or work on professional development. Preparation can include staying in the class discretely and listening to the lecture. 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.

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## **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](http://www.clark.edu)), and/or the general college telephone number (360-992-2000).

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## 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, which means the final exam may be at a different time or day than the regular scheduled class. This information is available in each quarter's class schedule. It can also be found on Clark's website ([Clark College- Admissions Financial Aid- Registration- Final Exam Schedule](#)). 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.

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## 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. If this is a subject where you think you would stay and observe the lecture for preparation should the student not attend, you must have a conversation with the professor to address minimizing interruptions. There needs to be a balance between needing to contact the DSS Office to ask for reassignment and classroom interruptions. Each situation needs to be looked at on a case-by-case basis. Contact the Lead interpreter with any questions or suggestions on how to approach professors.

Class is 1 hour	Call DSS for reassignment 10 minutes after scheduled start time
Class is 1.5 hours	Call DSS for reassignment 15 minutes after scheduled start time
Class is 2 hours	Call DSS for reassignment 20 minutes after scheduled start time
Class is 2.5 hours	Call DSS for reassignment 25 minutes after scheduled start time
Class is 3 hours	Call DSS for reassignment 30 minutes after scheduled start time

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## 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.

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## **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**, the DSS Office (360-992-2955). Although a courtesy email would be appreciated, do NOT rely on that to inform the DSS Office/Lead Interpreter of your delay. Evening and weekend interpreters must call the Lead Interpreter. Your time sheet must reflect the tardiness. Chronic tardiness will not be tolerated.

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## **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. If the class goes longer than the billable time, 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.

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## **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.

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## **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.

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## **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.**

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## **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.

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## **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 the College Bookstore in Gaiser Hall. 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.

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

Transporting students/professors or riding with students/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/professors in their private vehicles or riding in student/professor 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.

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## **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.

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## **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.

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## **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 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.

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## **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 Gaiser Hall.

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## **What do I do if I have questions about this handbook or questions not addressed in this handbook?**

Contact the Lead Interpreter or the Disability Support Services Director.

Lead Interpreter – (360) 992-2955

Director – (360) 992-2580

Alternate Number – (360) 992-2314