# How to Schedule American Sign Language Interpreters

CSUMB has a decentralized model to ensure equal access to communication. Departments coordinate hourly intermittent employees and/or vendors for their own department needs, this includes CSUMB ASL Interpreters.

# PLANNING

* It is advised to plan for your interpreter needs at least one month in advance.
* Any assignment over 1 hour requires 2 interpreters.
	1. For assignments over 4 hours, event organizers may need to hire a relief interpreter to cover breaks.
* Even if the assignment is less than 2 hours, there will likely be a 2-hour minimum charge.
* CSUMB hourly interpreters are not exempt from overtime, rest breaks or meal breaks. Consult CSUMB HR if you have any questions related to rest and meal period requirements and exceptions.
	1. CSUMB interpreters may accrue overtime if they work for more than one CSUMB office in a day or for more than one CSU in a day or week. Please speak with the interpreter about any other CSU assignments they may have for that week.
* Anticipating your cost:
	1. CSUMB interpreters: hourly rate ranges from $68-$87
		1. Interpreters & real-time captioners *may* be eligible for shift differential pay for evening and weekend hours. Please consult SDAC at sdacdeafservices@csumb.edu.
	2. Vendor *Partners in Communication*:
		1. Between 7a-5pm $116.50/hour
		2. Between 5p-12am $122.50/hour
		3. Between 12am-7am $140.50/hour
		4. Other rates may apply (travel, mileage, parking, etc.)
* Please note that if you no longer need an interpreter, **you must give at least 48 hours notice**, otherwise you will still be charged for the assignment.

Please review the information below to proceed with scheduling Sign Language interpreters. If you need additional assistance or have any questions, please contact Student Disability & Accessibility Center at sdacdeafservices@csumb.edu.

# REQUEST PROCESS

1. Determine the date, times and location that the interpreter is needed.
2. Send out an email to CSUMB interpreters to inquire if they are available for the assignment. (contact info can be found on the last page)
	1. Include date, times, modality and details about the assignment.
	2. Give CSUMB interpreters 5 business days to respond (if planning with enough lead time)
	3. CSUMB interpreters may request additional work time to prepare for the assignment if materials/information are available.
3. If you are unable to recruit a CSUMB interpreter, reach out to *Partners in Communication*

to recruit an interpreter.

* 1. <https://partnersincommunicationllc.com/> Partners@partnersincommunicationllc.com Phone: 800.975.8150
	2. *Partners in Communication* interpreters may request an additional hour of work to prep for the assignment if materials/information are available.
	3. *Partners in Communication* interpreters may request reimbursement for mileage, parking and possibly travel.

# Prior to the interpreting assignment:

1. Connect with the interpreter/s to review details prior to the start of the assignment.
	1. If using a virtual interpreter, make sure to share the virtual meeting information with them. Please ensure that the interpreter is “spotlighted” in the virtual meeting room, so that they are visible to the audience.
	2. If the interpreter(s) are in-person:
		1. Touch base to discuss if rehearsal time is needed, should the interpreters arrive early to prepare, where to check in with the meeting hosts, etc.
		2. Ensure lighting to highlight the interpreter/s for good visibility.
		3. Provide chairs without armrests for the interpreter/s.
2. If there are any materials or information that can assist the interpreter with prepping for the assignment, please share with them ***at least*** 24 hours prior.
3. If the interpreter cancels due to sickness or another situation, promptly contact the team interpreter (if there is more than 1), then call or email other interpreters to find a sub.

# Billing Process:

1. If you were able to recruit a CSUMB interpreter/s, submit a Job Action Form ASAP.
	1. JAF information can be found at the end of this document. For additional questions, please contact sdacdeafservices@csumb.edu.
2. If you booked interpreter/s from *Partners in Communication*, they need to be paid via purchase order. Please proceed with submitting a purchase requisition.
	1. Please send an email to sdacdeafservices@csumb.edu to request a copy of the current service agreement.

# Payment after the interpreting assignment:

1. If using CSUMB interpreter/s, they will enter their hours worked in CMS Employee Resources. Be sure your department timekeeper is aware you have interpreters entering hours that month that need to be approved.
2. If using *Partner in Communication* interpreters, the invoices are generated on a weekly basis. If not sent directly to you, sdacdeafservices@csumb.edu will forward the invoice. Then proceed with processing a purchase order payment.

The below information is confidential. Please keep in a confidential space and only share with prior consent by SDAC Deaf Services or CSUMB HR.

Contact information for CSUMB Hourly Intermittent ASL Interpreters:

* + Laura Keen Server, lkeenserver@csumb.edu, keen\_laura@yahoo.com
		- 831-227-5461
	+ Kendra Keller, kekeller@csumb.edu, kendra9@gmail.com
		- 415-794-3238
	+ Sharon Neumann Solow, SSolow@csumb.edu, snsbear@gmail.com
		- 831-224-4559
	+ Sabine Wecker, swecker@csumb.edu, beanterp@gmail.com
		- 831-250-6095
	+ Dylan Wright, dywright@csumb.edu
		- 510-329-4533
	+ Chase Callahan, ccallahan@csumb.edu
		- 707-319-9717

**When including the personal email addresses, please use the BCC email field. Do not give personal interpreter emails, phone numbers or other info to any other interpreters, visitors or people who request it.**

This information will assist in completing the Job Action Form(JAF) if you have a CSUMB interpreter/s scheduled. Please route the JAF through your normal approval signature route and send it to HR. Please cc Tyler St. Pierre Young, tstpierreyoung@csumb.edu, when routing the JAF so SDAC remains apprised of when interpreters are working in other departments.

Fields for any interpreter:

* + Position number: 10001859
	+ Working title: Sign Language Interpreter
	+ Classification title and range: 7193 Sign Language Interpreter
	+ Department name & ID, check #, MPP info and contact info: Enter your department's information
	+ The timebase section: leave blank
	+ Effective date: should be 2 business days prior to the event date in case the interpreters complete any prep work
	+ End date: should be through the end of the academic year in case you need interpreters for another event