



University of Nevada, Reno  
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# **Interpreter Policy**

## **Disability Resource Center**

Fall 2006

## **Mission**

The purpose of the Disability Resource Center (DRC) is to ensure that students with disabilities have equal access to participate in, contribute to, and benefit from all university programs. Our goal is to act as a catalyst for the elimination of both attitudinal and architectural barriers that present themselves throughout the university community. The DRC directly supports students with disabilities in achieving their goals—strengthening a climate of campus diversity.

## **Introduction**

This policy is meant to clarify the role and responsibilities of educational interpreters employed by the University of Nevada, Reno (UNR). The interpreter's primary function at this institution is to facilitate communication between students, staff and faculty. **It is each interpreter's responsibility to be familiar with the policies and procedures set forth in this document and to follow them. Failure to adhere to the policies in this document will result in disciplinary action, reduced hours or termination of employment.**

## **Objective**

It is the DRC's objective to support all auxiliary aid service providers to collaborate with the department in delivering quality services for Deaf and hard of hearing students. We believe that a commitment to communication access, professional development, shared responsibility and accountability will provide the opportunity for student success.

## **Professional Development**

The DRC urges all its interpreters to pursue professional development opportunities including workshops, classes and seminars that will help them improve their interpreting skills. The DRC will distribute information it receives regarding professional development opportunities, and interpreters are encouraged to share information they have concerning upcoming classes and workshops.

## **Ethics**

The DRC has adopted the Code of Professional Conduct set forth by the National Association of the Deaf (NAD) and the Registry of Interpreters for the Deaf (RID) and expects **all** interpreters to follow the guiding principles of the seven tenets of the document. The tenets are printed below for your convenience and the entire document can be viewed at [www.rid.org](http://www.rid.org).

Code of Professional Conduct (Adopted July, 2005)

### **TENETS**

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.

When in doubt, interpreters should refer to the specific language of the tenets.

## **Location**

The DRC is located in the Thompson Bldg on the University of Nevada, Reno main campus, in Suite 101 on the first floor. There is a message board for interpreters in the DRC office. Please check the board at least once a week while you are on campus.

## **Break room**

There is a break room for interpreters and other staff in the Thompson building. A code will be provided to all interpreters to open the door. Please keep this code confidential. This is a break room for staff only. A hot wax machine and ice packs are available for use. Please turn off all equipment and return icepacks to freezer when done.

## **Interpreter Salary**

Interpreter salaries will be commensurate with current certification and/or experience. If travel to UNR is 60 miles or greater round trip, the interpreter may bill one hour of time.

## **Time Sheets and Payroll**

- It is your responsibility to fill in your time sheet. Time will be recorded to the nearest 15 min. time frame (e.g. if its 5:05, is recorded as 5:00; 5:10 is recorded as 5:15).
- At the end of each shift, please write your hours in the appropriate column, logging your hours in decimal form, to the nearest quarter hour. Always list the student and class for each assignment.
- Time sheets may not be completed retroactively or in advance. Failure to turn in time sheets on appropriate due dates may result in loss of payment for hours.
- Interpreters are paid on the 10<sup>th</sup> and the 25<sup>th</sup>. If a payday falls on a holiday or weekend, paychecks will be issued on the last working day before the holiday or weekend. Direct deposit is available upon request.
- Time sheets are available in the DRC office and when completed, they should be turned into Michelle Bruce at the DRC. Michelle can also be reached at [mbruce@unr.nevada.edu](mailto:mbruce@unr.nevada.edu). Time sheet due dates and pay dates for the semester are also available from the DRC office.

## **Class assignments/Scheduling**

Class assignments are generally made before the first day of class and can be subject to change. The DRC Assistant Director is responsible for assigning interpreters to classes and will make every effort to match the interpreter with the needs of the deaf student, instructor and subject. If at any time an interpreter feels a mismatch has occurred, they need to immediately report this to the Assistant Director for resolution.

## **Student tardiness, cancellations and “no-shows.”**

Interpreters are required to wait 5 minutes for every ½ hour of class for a student to arrive. After waiting the appropriate time, interpreters should immediately notify the Assistant Director immediately of student “no shows,” class cancellations or persistent student tardiness.

In the event that a student will not be attending his/her classes, the Assistant Director will make every effort to notify the interpreter before they arrive on campus. If this is not possible, the interpreter will be paid for the assignment. If the interpreter is notified by the student, they must report this to the

DRC Assistant Director immediately. Failure to do so in a timely manner will result in non payment for the assignment. Additionally, if a deaf student has three or more unreported absences in a row, the interpreter may be re-assigned to another job.

If a deaf student does not show up for class, **it the interpreter's responsibility** to promptly report to the DRC Assistant Director. Failure to report student "no-shows" may result in termination of job duties.

### **Interpreter Absences and Class Cancellations**

All requests for substitute interpreters must be approved by the DRC Assistant Director in at least 10 working days in advance of the actual class date. In the case of an emergency or illness, please contact the DRC Assistant Director or leave a voice message at any time at 775-784-6000. When leaving a message please specify name, date and class information.

Additionally, if you receive information about test date changes and class cancellations, please notify the DRC Assistant Director immediately.

## **CONTACTS**

Mary Anne Christensen "Mac", Assistant Director  
Disability Resource Center M/S/079  
University of Nevada, Reno  
Voice: 775-784-6000  
TTY: 775-327-5131  
Fax: 775-784-6955.

E-mail: [maryac@unr.edu](mailto:maryac@unr.edu)

I, \_\_\_\_\_, have read and agree to comply with all the policies set forth in the University of Nevada, Reno, Fall 2006 Interpreter Policy.

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Signature

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Date