# **Procedure 915: Bilingual Translator Pay**

Category: Personnel

Covered Individuals: CEI Employees

Approved: 3/6/2023

**915.1 Procedure**

College of Eastern Idaho, in an effort to better service the Hispanic community, will offer to employee’s additional pay to utilize their bilingual skills as interpreters and/or translators.

***Criteria for Bilingual Translator Pay***

An employee may submit to the department of Human Resources a Bilingual Translation form in NeoEd requesting to serve as an interpreter or translator for non-English speaking students, parents of students and general community members on behalf of the College.

To be considered, employees must successfully pass a Language Proficiency Exam. The cost of the exam will be covered by the employee’s department. The exam will be taken in the Testing Center. The Avatar Virtual Speaking test will take approximately 20 – 40 minutes.

For purposes of this section, “bilingual” means the ability to interpret and/or translate Spanish for non-English language individuals, and “certified” means the employee has successfully passed a language proficiency test approved by the Vice President of Human Resources.

Eligibility will be reviewed every 12 months to ensure that employees receiving bilingual pay are
performing duties that require utilization of a non-English language.

Employees on an unpaid or special leave for an entire pay period shall not receive the premium for that pay period.

***Responsibilities***

Employees approved by Human Resources to receive Bilingual Translator Pay will have the following responsibilities;

* Clearly identify on their name badge, “hablo español”
* Agree to have this service information listed on the directory
* Willingness to be called upon by others to interpret and or translate as needed
* Assist marketing with translating documents or advertisements

***Bilingual Compensation:***

Employees that have been certified by Human Resources to receive Bilingual Translator pay shall receive through a stipend, $50.00 each pay period until discontinued by either the employee or Human Resources.

***Discontinuing Bilingual Translator Pay:***

When an employee wishes to discontinue their bilingual services, they will make a written request to the Human Resources department. Employees who discontinue their bilingual services will not be eligible to re-enroll for 12 months.

College of Eastern Idaho has the discretion to discontinue an employee’s eligibility for this program or the program all together.