

REIMBURSEMENT PROCEDURES FOR DISTRICT EMPLOYEES APPROVED AS INTERPRETERS AND TRANSLATORS BY THE SCHOOL BOARD

(these procedures do not apply to interpreters not regularly employed by the district)

Board-approved interpreters and translators employed by the Lebanon School District in another capacity are responsible for working their assigned hours during their designated days of employment.

- Bilingual personnel will interpret and translate as part of their normal job responsibilities during their designated working hours. The interpreter/translator pay rate will not be approved for interpreting and translating during the assigned hours of the scheduled workday.
 - It is possible for designated working hours to change on certain dates when staff is expected to start and end at a later time due to parent-teacher conferences.
- Regular district employees who are also board-approved interpreters will be paid at the interpreter/translator rate as outlined on the “Interpreter/Translator Authorization Record & Timesheet” under the following circumstances:
 - Before or after the designated hours of a regularly scheduled workday.
 - During days when the employee is not scheduled to work (i.e. parent-teacher conference days, summers, weekends, and holiday breaks if authorized by a district administrator or the administrator’s designee).

GUIDELINES

To receive the interpreter/translator pay rate, the board-approved interpreter/translator must follow the steps below:

1. The interpreter/translator will be compensated at the interpreter/translator pay rate only for the time authorized by an administrator.
2. The interpreter/translator will complete the “Interpreter/Translator Authorization Record & Timesheet” and obtain the necessary signature(s) on the timesheet. **(Note: Signatures of multiple administrators are necessary if assigned to more than one building.)**
3. The interpreter/translator will submit the timesheet to the District Business Office after obtaining the signatures of the administrators.

BOARD-APPROVED INTERPRETER/TRANSLATORS MUST BE AWARE OF THE FOLLOWING:

- ✓ Interpreters and translators may be asked to work in multiple buildings throughout the day.
- ✓ The interpreter/translator will not be paid to wait at a school throughout the day if no conferences are anticipated. The interpreter/translator must be authorized to translate for scheduled meetings.