

## **ADA Compliance Statement and Interpreting Policy**

### **ADA Compliance Statement**

Texas Society of Interpreters for the Deaf (TSID), in support of the spirit of the Americans with Disabilities Act (ADA), endeavors to honor all requests for reasonable accommodations in order for participants and/or members to achieve equal access to TSID events. Accommodations include but are not limited to: interpreters (oral, one-on-one, sign and/or tactile), assistive listening devices, CART services, audio descriptive services and printed materials in alternate formats.

In order to achieve equal access for the Annual Conference for our participants who are deaf/hard of hearing, sign language services will be provided for all workshops, forums and plenary events whether consumers in need are present or not. This will allow participants who are deaf/hard of hearing and whose preferred method of effective communication is sign language the ability to freely “come and go” as their hearing peers.

All materials publicizing TSID events will list a deadline of at least two weeks but not more than one month prior to the specific event to request any reasonable accommodation. Publicized materials will include a procedure for requesting accommodations.

### **Interpreting Policy**

For the purposes of this document, Dual Services will refer to the provision of simultaneous Interpreting and Transliterating services.

#### **SERVICE PROVISION:**

- For the Annual Conference, dual services will be provided in at least 2 events during the conference, decided upon by the Interpreter Coordinator and Conference Chair, with dual service provision noted on the agenda;
- Preference is given during the hiring process to interpreters who hold at least current RID CI and CT, or CSC certification or Texas Board for Evaluation of Interpreters (BEI) Level III;
- RID CI, RID CT, Texas BEI Level II or NAD certified interpreters may apply and will be given consideration based on conference need;
- Texas BEI Level I and non-certified applicants may be considered for mentoring;
- Interpreters of every race, ethnicity and gender are encouraged to apply and every effort will be made to select interpreters who represent the diversity of the TSID membership. Ethnicity of interpreters will be taken into consideration when assigning interpreters for workshops given by minority presenters. Gender matching of presenters and interpreters will be given priority in sign-to-voice assignments. In either of these situations, interpreters capable of handling the subject matter will hold a higher priority;

- Any event presented in sign only is required to be clearly advertised as such in advance of said event;
- For presentations presented in ASL, sign-to-voice services will be offered in a manner that is least distracting;
- All concerns, complaints, requests or changes regarding services are to be directed to the Interpreter Coordinator. The Interpreter Coordinator shall resolve the concern, complaint, change or request in a timely manner.

### **INTERPRETER COORDINATOR:**

The Annual Conference Interpreter Coordinator position will be advertised and contracted by the Executive Board. The contract will detail the Interpreter Coordinator's responsibilities, including timelines and compensation. The Interpreter Coordinator will submit an interpreting budget including pay rates for working conference interpreters for approval.

For other TSID events, a person from the local sponsor will be named to coordinate interpreter services when requested and/or provided.

The Annual Conference Interpreter Coordinator will:

- follow the Conference Interpreting Procedural Guidelines for the Annual Conference;
- coordinate and schedule interpreter services by following said policy;
- oversee all aspects of scheduling and provision of services;
- obtain and use interpreter's preferences on workshops and events to help assure the most qualified are utilized;
- recruit general and specialty interpreters to fulfill needs when the applicant pool does not meet the need;
- submit interpreter contract terms to TSID board for approval;
- determine number of interpreters needed for each specific event;
- confer with the Conference Chair to determine which workshops lend themselves to modeling with dual services and ensure that these services are staffed with both interpreters and transliterators;
- provide information to the hotel staff on obtaining interpreting services;
- be on-site at all designated events;
- be prepared to interpret at times during events when services are needed;
- check (or send a designated representative to) each event prior to its beginning to ensure the scheduled providers are in place and ready to work;
- When necessary, make short-term changes to the interpreting policy and procedures on an individual basis with the President's or President Elect's approval.

### **INTERPRETERS**

Interpreters working the Annual Conference Business Meeting or any Executive Board meeting are allowed to assign their vote and proxies they carry to a current voting member;

Interpreters are not eligible to earn CEUs when working;

Interpreters scheduled for the Annual Conference working at least 75% of the scheduled events (as calculated by the Interpreter Coordinator) are to be considered full-time. Those working less than 75% are to be considered part-time.

Full-time interpreters are provided a Combo Registration as part of their compensation. Part-time interpreters are not required to pay costs associated with Annual Conference events for which they are scheduled (e.g. those working the banquet are provided a banquet ticket as part of their compensation).

Annual Conference full-time interpreters' lodging and transportation may be paid according to the TSID Travel Policy with approval of the Executive Board.

Interpreters are to:

- be paid for their services according to certification;
- be paid as outlined in their contract;
- be paid a one-hour minimum for each assignment and paid in 1/2 hour increments;
- arrive at each assigned job fifteen (15) minutes prior to the start time in order to assure appropriate room setup, assess modality, speak with presenter, confer with team member(s), etc;
- receive prior authorization to trade assignments;
- dress professionally and appropriately at all assignments with regard to contrasting color to skin tones, non-distracting accessories, solid colors, etc;
- refrain from wearing or using cell phones, pagers and other electronic equipment while on assignment;
- submit time sheets, receipts and expense forms (as applicable) to the Interpreter Coordinator, Assistant Interpreter Coordinator or responsible party at the conclusion of the event or within thirty (30) days thereafter. Receipts received after thirty (30) days may not be accepted;
- be paid within thirty (30) days of receipt of said documents;
- attend all meetings scheduled or called by the Interpreter Coordinator, Assistant Interpreter Coordinator and/or responsible party;
- check the interpreter office at least three times daily for updates, changes, messages, etc;
- submit cancellations of an assignment (for purposes of the Annual Conference) in writing at least thirty (30) days in advance. If TSID has incurred any cost (i.e. airfare), the interpreter is to reimburse TSID for such costs. In the event of an unforeseen emergency (illness, death in the family, etc), notify the Interpreter Coordinator or Assistant Interpreter Coordinator immediately in order to find a replacement. In these situations and upon verification, the interpreter is not required to reimburse TSID for incurred costs.

#### **DOCUMENT HISTORY**

- Established            02/1996

- Revised 08/2000
- Revised 06/2004