



## **Working as a Freelance Interpreter at NOVA**

---

### **General Expectations:**

1. Interpreters are expected to perform all services in accordance with and adhere to RID's Code of Professional Conduct.
2. Interpreters are expected to arrive 15 minutes prior to the start of the in-person and/or Zoom assignment. These 15 minutes are not billable. The interpreter may only bill for the time they are in class.
3. In the event of a client no-show, interpreters are expected to wait 15 minutes for each hour of the total assignment time before leaving. This applies to both in-person and Zoom assignments.

### **Invoices and Billing**

1. Fees are paid at an hourly rate, with a two hour minimum. Additional time (over the two-hour minimum) is paid to the nearest quarter hour.
2. The interpreter may be asked by a client (student, faculty or staff) to stay beyond the scheduled time. If the interpreter is able to stay, they will be compensated to the nearest quarter hour. The changes should be noted on the invoice.
3. The interpreter is not paid for missed assignments. Coverage for a pre-arranged absence will be determined by the Interpreter Services Office. An excessive number of absences may be cause for removal from the assignment.

### **Cancellations**

1. When a cancellation is made less than two calendar days before the start of the assignment (or in the event that the client does not show up), the interpreter will be paid for the assignment.
2. Inclement weather happens. Please visit the following webpage for up-to-date information on school closings or delays.  
➤ <https://www.nvcc.edu/emergency/closing/index.html>
3. Holidays are non-billable days.

### **Office Communication**

1. If a student needs an interpreter outside of normal class times (for a study group, field trip, etc.), the student is responsible for contacting the Interpreter Services Office and making that request.
2. Interpreters' schedules are only official (and therefore, billable) after they've been confirmed by the Interpreter Services Office.
3. Interpreters may exchange contact information with students, however please remind students to also contact the Interpreter Services Office to notify us of absences.



## **Tests, Midterms and Final Exams**

1. Final exams are often scheduled at different times and on different days than the normal class schedule. The Interpreter Services Office contacts the students to determine the need for interpreters for final exams and will schedule them accordingly. Interpreters can help by reminding students to communicate their final exam interpreting needs with the Interpreter Services Office.
2. For all other in-class exams that require one interpreter, only one interpreter should bill. The interpreter team decides which interpreter will cover the exam.