

MONTGOMERY COUNTY PUBLIC SCHOOLS

Pay Differential for Translation/Interpretation Services

Office of Chief Operating Officer

MONTGOMERY COUNTY PUBLIC SCHOOLS
850 Hungerford Drive, Room 55, Rockville, Maryland 20850

DIRECTIONS

Any pay differentials for translation services should be authorized by the principal or supervising administrator before it is completed. The work must fall outside of the regular duties for employees job description. The differential is paid for all hours actually worked utilizing the skills, with a minimum of one hour pay for each occurrence. The pay differential is applied in half-hour blocks after the first hour.

SUPPORT STAFF

Members of the SEIU, Local 500, bargaining unit in all schools and offices may receive pay differential for translation/interpretation services authorized by their supervisor. Bargaining unit members of the SEIU, Local 500, bargaining unit who have passed a competency exam are eligible for a \$10.00 per hour pay differential on top of their regular rate of pay. Those who do not pass the test are eligible for \$5.00 per hour differential. All work must fall outside of the regular duties for the employees job description.

TEACHERS

Members of the MCEA bargaining unit in high impact schools are eligible for the translation/interpretation differential if they have passed a competency exam. Bargaining unit members who have passed a competency exam are eligible for a \$10.00 per hour pay differential on top of their regular rate of pay for work that falls outside of the regular duties for the employees job description.

STAFF INFORMATION

School Name _____ Pay Period ____/____/____

Staff Member Name _____ Job Description _____

Employee ID _____ Bargaining Unit Type Support Staff Teacher

Name of translation/interpretation pay authorizer (principal/supervisor) _____

Transition/Interpretation Examination Status: Passed Not Passed

DATE	TIME/PERIOD	NOTES	TYPE OF COVERAGE	TOTAL HOURS
			<input type="checkbox"/> Translation <input type="checkbox"/> Interpretation	
			<input type="checkbox"/> Translation <input type="checkbox"/> Interpretation	
			<input type="checkbox"/> Translation <input type="checkbox"/> Interpretation	
			<input type="checkbox"/> Translation <input type="checkbox"/> Interpretation	
			<input type="checkbox"/> Translation <input type="checkbox"/> Interpretation	
TOTAL				

Staff Member Signature _____ Date ____/____/____

Supervisor/Supervisor's Designee Signature _____ Date ____/____/____

TRANSLATION PAY CODES

TYPE	REQUIRES PASSING TEST	DOES NOT REQUIRE PASSING TEST
Interpreter (Oral)	Pay Code: MLI Rate: \$10/hour Union: MCEA at eligible locations & SEIU	Pay Code: MNI Rate: \$5/hour Union: SEIU only
Translator (Written)	Pay Code: MLT Rate: \$10/hour Union: MCEA at eligible locations & SEIU	Pay Code: MNT Rate: \$5/hour Union: SEIU only