



OFFICE OF COURT INTERPRETING SERVICES SCHEDULING AND OVERTIME POLICY

For all new assignments scheduled on and after June 1st, 2022

- I. Full-Day Assignment.** The full-day assignment rate is applicable only when an interpreter is scheduled to work seven hours in one day. These hours are considered to be consecutive, except to include a one-hour unpaid meal period.

- II. Half-Day Assignment.** The half-day assignment rate is applicable only when an interpreter is scheduled to work for four hours in one day. These hours are considered to be consecutive and may start at any point of the day, as requested by the Office of Court Interpreting Services.

- III. 2-Hour Minimum Assignment.** The 2-hour minimum assignment rate is applicable when an interpreter is scheduled to only work two hours in one day. These hours are considered to be consecutive, and may start at any point of the day, as requested by the Office of Court Interpreting Services. An interpreter will never be scheduled to work less than 2 hours in one day.

- IV. Overtime.** Interpreters are eligible for overtime pay if they work over their contracted period. An interpreter may only work overtime with the approval of the Office of Court Interpreting Services. An interpreter must notify the Coordinator of Interpreting Services and Language Access Program at least 15 minutes before a scheduled assignment is set to end if they believe that the assignment will not be completed as scheduled. After being notified, the Coordinator of Interpreting Services and Language Access Program will determine whether additional hours or overtime is warranted.

- V. Policy Notice.** It is the responsibility of OCIS to notify all current and prospective interpreters of this policy.



OFFICE OF COURT INTERPRETING SERVICES CANCELLATION POLICY

For all new assignments scheduled on and after June 1st, 2022

- I. In General.** This cancellation policy is applicable to all interpreters who contract with the D.C. Courts' Office of Court Interpreting Services (OCIS) to provide court interpreting services for the D.C. Courts.
- II. Notice of Cancellation.** OCIS must give written notice by email to an interpreter when it seeks to cancel a previously scheduled work assignment. Notice must be given as soon as is practicable once OCIS learns that the interpreter's services will not be required.
- III. When Compensated.** Whether an interpreter must be compensated when a work assignment is cancelled by OCIS will be determined as follows.
 1. *When Interpreter is Given at Least 24 Hours Notice.* If OCIS cancels a work assignment with an interpreter at least 24 hours before the assignment was set to begin, the interpreter will not be compensated for the cancelled assignment.
 2. *When Interpreter is Given Less Than 24 Hours Notice.* If OCIS cancels a work assignment with an interpreter less than 24 hours before the assignment was set to begin or after the assignment has started, the interpreter will be compensated.
 3. *Computing Time.* For the purposes of Section (III) of this policy, the following rules apply for calculating time.
 - a) *24-Hour Notice Period.* To calculate the 24-hour notice period, begin counting immediately from the time notice is given. If the period would end on a Saturday, Sunday, or legal holiday, the period continues to run until the same time on the next day that is not a Saturday, Sunday, or legal holiday.
- IV. Policy Notice.** It is the responsibility of OCIS to notify all current and prospective interpreters of this policy.



OFFICE OF COURT INTERPRETING SERVICES CONTINUING EDUCATION POLICY

D.C. Courts Registry Interpreters shall complete 12 hours of Continuing Education courses every two years. Such courses must pertain to court, legal, and/or interpretation topics. Interpreters shall submit proof of course completion to the Office of Court Interpreting Services to obtain credit. The Office of Court Interpreting Services reserves the right to approve or reject courses submitted for approval. Newly onboarded Interpreters will be exempt from this requirement through the duration of the current Continuing Education cycle, and will assume this requirement at the beginning of the next full Continuing Education cycle.



OFFICE OF COURT INTERPRETING SERVICES
INTERPRETER REGISTRY PAY RATES

For all new assignments scheduled on and after June 1st, 2022

Certified Interpreters

Billing term	Rate
Full Day	\$566
Half Day	\$320
Hourly/Overtime	\$80

Qualified Interpreters

Billing Term	Rate
Full Day	\$495
Half Day	\$280
Hourly/Overtime	\$70

A Full Day is defined as 7 contact hours plus one hour of unpaid lunch.

A Half Day is defined as 4 contact hours.

The Hourly/Overtime rate is calculated by dividing the Full Day rate by the number of contact hours (7).