

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Date Submitted: 7/10/2024

Proposed Effective Date: 7/1/2024

Short description (title): Integrity Interpreting

Submitted by:
Michelle Edelstein

Building:
CST

Proposed cost/amount:
Attachment

ESY:
Y

Funded through:
District Funds

Grade(s) impacted if any:

Board Action Requested:

Consideration to approve attached rates for Integrity Interpreting for the 2024-2025 School Year. Integrity provides ASL interpreting services on an as-needed basis to multiple students in district.

Details and ramifications:

Positives:

Concerns:

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____

Approved: Y or N

Index #: _____



Integrity Interpreting, LLC

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www.Integrityinterp.com

INTERPRETING RATES and POLICIES SOUTH JERSEY 2023-2024

GENERAL RATES

Regular Rate-2 hour minimum \$75.00
* Any interpreting assignment that are called in during office hours between
*8:00AM-5:00PM (Monday-Friday), and are assigned between the hours of
*Rate is shown per hour.

NIGHT/WEEKEND RATE

Regular Rate-2 hour minimum \$80.00
*Assignments which are **scheduled during normal business hours**
but occur during the hours of 5pm-8am for weekdays and weekends.
*Rate is shown per hour.

TACTILE INTERPRETING RATE

Regular Rate-2 hour minimum \$95.00
*Any close vision, tactile, or haptics interpreting for deaf/blind recipients
*Rate is shown per hour.

LEGAL RATE/RECORDED RATE

Rate is for a 2-hour minimum \$100.00
*Rate is shown per hour
*Rate charged at time of booking is based on availability of interpreters for assignment location and duration of assignment.
*This rate is for a legal assignment or if the assignment is recorded for public events and usage.

HOLIDAY RATE/AFTER HOURS RATE

Rate is for a 2 hour minimum \$110.00
*Rate is shown per hour.

Legal Rate after hours with a 2 hour minimum \$120.00

*Rate is shown per hour.
*Any assignment called in to Integrity Interpreting after office hours of 5:00pm-8:00am, and during Saturday and Sunday all day and needs **immediate** interpreting services for the afterhours timeframe.
***This rate stays into effect when needing to request or extend interpreting services while the office is closed.**
* Holiday Rate are assignments that fall on New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

***South Jersey contract covers Burlington, Ocean, Camden, Atlantic, Gloucester, Salem, Cumberland, and Cape May County and all of Pennsylvania.**

***Travel is charged at the Federal rate which is currently .655 cents per mile, or whatever the federal rate is of the current year, to and from an assignment. Parking and tolls will also be charged as incurred by each interpreter.**

***The payment of services is DUE 45 DAYS after the submission of the invoice for services.**

***Assignments are billed in 15 minute increments if the assignment exceeds the 2 hour minimum for in person services only.**

***All rates are charged as a 2-hour minimum or whatever the agreed contracted time was upon booking.**

***If the Deaf consumer is a “no-show”, the facility is still responsible to pay for the services of the interpreter.**

***If the interpreter is a “no-show” for any reason, the facility will not be billed for any services.**

***Any assignments that are cancelled due to weather conditions that cause the facility to close, will be cancelled non-billable to the vendor.**

***Integrity makes every effort to answer all assignment requests within 24 hours.**

****If calls come in after hours, Integrity has a 24/7 on-call coordinator to help with your request and assist you with on-site interpreting services within 2 hours or less (as long as an on-call interpreter is available at that time.)**

****All on-site services cancelled less than 2 full business day notice, is billable for the full contracted time. Two full business days does NOT include the date of service and the date it was cancelled. It must have 2 business days in between. If an assignment is on Thursday and it is cancelled on a Monday, Tuesday and Wednesday are the 2 full business days allotted to not be billed.**

****All attorney fees that are incurred due to non-payment will be added to the total expense of money owed to Integrity Interpreting, LLC.**

TEAM INTERPRETERS

It is customary, to assign **TWO INTERPRETERS** for the duration of complex assignments or any assignment exceeding two (2) hours because of the intense nature of the work and need to assure accuracy.

Some exceptions do apply to this standard depending on the content and physical and mental demand on the interpreter for specific assignments that are less than a 2-hour assignment.

CANCELLATION POLICY

Integrity Interpreting, LLC requires **2 Full Business Days** for cancellation. When **LESS THAN 2 FULL BUSINESS DAYS NOTICE** is given, the client will be billed for the full contracted time.

*Business days are only Monday thru Friday. It excludes Saturday and Sunday.

NOTE:

- NO SHOWS ARE BILLABLE WITHOUT EXCEPTION
- Rates are listed for EACH interpreter required.
- General rates apply to situations NOT requiring any type of audio/visual recording, theatrical setting, or special needs. Each assignment will be contracted on an individual basis.
- Legal rates apply to all situations involving law, court, or any recorded situations (audio, visual, written).
- Whenever possible, we appreciate two weeks advance scheduling notice.



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On-Demand Over the Phone (OPI) and Video Remote (VRI) Interpreting Services

On-Demand Phone Interpreting (OPI)

\$1.50

*Rate is per minute. There is no minimum

**Offering over 200+ spoken languages 24/7

On Demand Video Interpreting Services (VRI)

\$2.75

*Rate is per minute. There is no minimum

**Offering over 20+ languages 24/7

***If prescheduled services are needed through our OPI/VRI system ONLY, there is a 30 minute minimum

NOTE: Prescheduled assignments must be cancelled within 24 hours to avoid bill
Callers that fail to cancel or call in are still required to pay for pre-scheduled 30 minute appointment time.

Name

Signature

Organization Name

Date

Billing Address

Contact Phone Number

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