



# APSEA Freelance Interpreter

## Terms of Service

July 2023

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## Introduction

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Sign language interpretation at APSEA helps to create accessible spaces that are inclusive and diverse. It is important to consider all parties having an equal and mutual need for interpreting services. By acknowledging diversity in language and recognizing the need for Sign Language/English interpretation, APSEA can provide opportunities for consistent and effective communication for all employees, families, educational and community partners.

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## Definitions

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**APSEA:** Atlantic Provinces Special Education Authority provides educational services, in collaboration with educational and community partners, to support children and youth who are blind or visually impaired (BVI) and/or Deaf or hard of hearing (DHH).

**ASL Translation Lead:** a person employed by APSEA who is responsible for producing translations of English documents and videos to ASL for organizational purposes.

**Freelance Interpreter:** a self-employed person who works as an independent contractor for a range of clients providing ASL/English interpretation.

**Staff Interpreting Coordinator:** a person employed by APSEA who is responsible for coordinating staff-related interpretation services and responding to staff-related interpreting needs within the organization.

**Staff Interpreter:** a person employed by APSEA who is responsible for responding to staff-related interpreting needs within the organization, coordinated by the Staff Interpreting Coordinator.

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## **Purpose**

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APSEA requires all freelance interpreters who wish to work with the organization to agree to the Terms of Service. This document reflects the expectations and standards for the provision of Interpreting Services in the support of communication access for all APSEA staff.

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## **Eligibility**

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All freelance interpreters must adhere to a Code of Ethics and Guidelines for Professional Conduct to be eligible to work as a freelance interpreter for APSEA. The association and respective Code of Ethics of choice are to be indicated on the interpreter's resume.

To be eligible as a freelance interpreter with APSEA, interpreters must read and agree to these Terms of Service and provide their current hourly and daily rates upon request to the APSEA Staff Interpreting Coordinator. If this document changes, it is the responsibility of APSEA to resend to all freelance interpreters who have followed the above process. If an interpreter's rate changes, it is the responsibility of the interpreter to inform the Staff Interpreting Coordinator, before being assigned to interpret.

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## **Confidentiality Agreement**

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Freelance Interpreters are asked to sign the APSEA confidentiality agreement. The purpose of this document is to ensure everyone involved has a common understanding of the expectations surrounding shared information. The document also provides a framework for identifying possible conscious and unconscious breaches of confidentiality.

Please review the Confidentiality Agreement (see Appendix A). Once signed, please return the document to the [Staff Interpreting Coordinator](#).

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## Booking Cycle

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The Staff Interpreting Coordinator first receives a request for interpreting services, then contacts the interpreter(s).

1. A freelance interpreter(s) is assigned according to client preference, years of experience, contextual experience, and/or combinations of the above. When the request is for an interpreter with a specific cultural context or social identity, this request will be respected, where possible.
2. The Staff Interpreting Coordinator will send requests for availability to freelance interpreter(s). The request will include the following information:
  - Date
  - Time
  - Location
  - Nature of assignment
  - Number of Deaf/hearing participants
3. Freelance interpreters are asked to respond to requests dependent of their availability.
4. The freelance interpreter will confirm availability. Confirmation of the assignment will be sent to the freelance interpreter from the Staff Interpreting Coordinator including:
  - Names of participants, expected ASL users, expected presenters or chairperson(s)
  - Specific location (ex. Room number, Zoom link)
  - Preparation materials as available
  - Contextual information as needed
  - Booking number

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## Remuneration

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### **Service Fees Guidelines:**

The service fee that a freelance interpreter is suggested to charge is based on the following criteria which is provided as a suggested guideline of what APSEA agrees to pay for interpreting services.

Interpreters are paid an hourly rate or daily rate that is agreed upon in advance. A 2-hour minimum may be charged. After two hours, interpreters are paid in half hour increments for the duration of the assignment.

Please discuss your rate of pay with the Staff Interpreting Coordinator prior to accepting work, and when increases to your rate occur.

1. Consecutive/cumulative years of experience working as an ASL-English interpreter.

<b>Years of Experience</b>	<b>Hourly Rate</b>
1-3	\$30
3-7	\$32
7-10	\$35
10-15	\$40
15+	\$45

2. Other Considerations.

<b>Other Considerations</b>	<b>Rate</b>
CASLI Certificate of Interpretation (COI)	\$15 in addition to hourly rate
Federal Translation Bureau Certification	\$5 in addition to hourly rate
Recognized Provincial/VRS/State Screening Certification	\$4 in addition to hourly rate

Other considerations: Please contact the Staff Interpreting Coordinator for the appropriate remuneration amount.

### **Daily Rate:**

When interpreting services are requested for an entire day, a daily rate will be charged. Fees will be provided for 8 hours of the freelance interpreter's rate of pay, as outlined above. This daily rate will reflect the interpreting time on the assigned day and required preparation time.

A scheduled lunch break will be provided with meal expenses outlined below.

Some exceptions may apply and must be discussed with the Staff Interpreting Coordinator prior to accepting the assignment at APSEA.

### **Travel Guidelines:**

- Interpreters who travel more than 100 km in total, can claim the following expenses, when applicable and negotiated in advance:
  - **Kilometrage** will be paid at current APSEA rate according to the [travel expense procedure](#)
  - **Meals**, if not otherwise provided, will be paid according to the [APSEA travel expense procedure](#)
  - **Accommodations**, if staying overnight: up to \$150 per night with receipt

**Note:** *Interpreters charging a daily rate are not eligible to claim expenses other than overnight accommodations when applicable and negotiated in advance.*

- Should an assignment end early, the interpreter will invoice for the originally booked length of time.
  - Should the assignment run over time, the interpreter may invoice APSEA in 30 minutes increments for the additional time.
- 3.** Freelance interpreters shall send in invoices with the following information when assignment is completed:
- Invoice date
  - Business name, if applicable
  - Name and full mailing address of vendor/business
  - Date(s) of service
  - Description of services provided
  - Booking number from Staff Interpreter Coordinator

- Breakdown of cost, if applicable (e.g., prep, travel, workshop)
  - Individual lines items separated, when there are multiples
  - Separate line for HST, if applicable
  - Vendor's business number if they are a GST/HST registrant
  - Be legible and complete
  - Be approved with signature and GL account, prior to payment
4. Invoices should be sent at the completion of the assignment and within one month of the service provided. Invoices not received within the fiscal year (April to March) that the service was provided may not be paid. An exception is made for invoices for work done in March and received in April.

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## Preparation

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### **Preparation Details:**

If possible, electronic preparation materials will be provided to the interpreter at least 2 working days prior to the assignment.

- If there are no physical preparation materials, information will be shared with the interpreter to provide background and context, as required and as available.
- The interpreter is required to destroy and or delete all materials after the assignment.
- The interpreter is responsible to ask any clarifying questions before the day of the assignment.

### **Preparation Fees:**

The freelance interpreter may charge 1 hour at their hourly rate as preparation time. Should a 1-hour assignment be requested, the second hour of the 2-hour minimum would cover preparation fees. Some exceptions may apply and must be discussed with the Staff Interpreting Coordinator prior to accepting work at APSEA.



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## Cancellation

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**APSEA reserves the right to cancel a booking.**

- Interpreter bookings that are cancelled within 48 hours may be invoiced to APSEA for the assignment fee.
- Interpreter bookings that are cancelled by APSEA more than 48 hours in advance will not be eligible for remuneration from APSEA.
- For assignments that are longer than one day, cancellations within 4 days of the event may be invoiced to APSEA for the assignment fee.
- An interpreter may cancel a request by advising the Staff Interpreting Coordinator as soon as possible. No remuneration will be paid.
- Preparation time will not be paid for any cancelled assignments.
- If the meeting attendees do not arrive on time, the interpreter will wait 20 minutes for an hour-long assignment. An agreed upon time can be negotiated for longer assignments prior to the assignment date. Should the attendees not arrive at this time, the interpreter may leave and invoice for the agreed upon assignment time.

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## Team Interpreting

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A team of interpreters may be required for assignments that are more than one hour, or that are less than one hour but identified as requiring additional support.

- Teams of interpreters may consist of APSEA Staff Interpreter(s) and a freelance interpreter, or a team of freelance interpreters.
- All interpreters, including Staff Interpreter(s), are expected to be open to professional feedback from each other and from Deaf and hearing participants.
- Conditions of team interpreting (e.g. turn-taking, voicing, note taking), are expected to be agreed upon by the working team before the assignment starts.

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### Required Equipment

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For interpreter bookings that are held by video conference, it is the expectation that the freelance interpreter provides their own equipment. Considerations for such are as follows:

- A computer (desktop/laptop) that is less than 5 years old.  
NOTE: Chromebooks are not recommended and may not be compatible with all third-party tools used.
- Speakers and microphone –USB plug-in or wireless Bluetooth; a headset with microphone is preferred.
- A Webcam or HD webcam – built-in or USB plug-in or wireless Bluetooth.
- A stable internet connection: hard-wired/ethernet connection is preferred.

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### Communication

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- Efforts will be made to clearly communicate in each request if the assignment is expected to be video recorded or not. Consent to be video recorded is assumed unless the freelance interpreter specifies otherwise which may impact the assignment.
- The Staff Interpreting Coordinator will confirm assignments at the earliest possible time, where possible within 24 hours of receiving the request for services.
- Invoices should be sent to the Staff Interpreting Coordinator no later than two weeks after the assignment.

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### Breach of Terms

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These terms are intended to create an environment of mutual respect and professionalism for all, including freelance interpreters, the Staff Interpreters, APSEA, and event participants.

- By agreeing to these terms, APSEA, the Staff Interpreting Coordinator, the APSEA Staff Interpreters, and Freelance Interpreters are making a shared commitment to uphold the terms and underlying values.
- Anyone who believes the terms of service are not being upheld, should advise the [Staff Interpreting Coordinator](#), or the [Supervisor, Accessibility Services](#).

- Every effort will be made to resolve any breach of the Terms of Service amicably through collaborative discussion.

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### Contact Info

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APSEA Staff Interpreting Coordinator

[Interpretingbookings@apsea.ca](mailto:Interpretingbookings@apsea.ca)

Atlantic Provinces Special Education Authority (APSEA)

5940 South Street

Halifax, NS B3H 1S6

[www.apsea.ca](http://www.apsea.ca)

APSEA hereby acknowledges Nova Scotia Community College (NSCC) and Saint Mary's University (SMU) for establishing this document on their Terms of Services.

## Terms of Service – Agreement

I agree to the terms listed in the APSEA Freelance Interpreter Terms of Service.

I understand that APSEA will inform me of any changes to the document.

I also understand that it is my responsibility to inform APSEA of any changes and provide an updated resume if required.

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Signature

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Date

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Name (Please Print)

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**Appendix**

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**Appendix A:**

**CONFIDENTIALITY AGREEMENT**

I acknowledge that I will not disclose any confidential documents or confidential information made available to or acquired by me, in any manner whatsoever, during the course of my employment/contracted work/practicum/other

\_\_\_\_\_ at, and with, the Atlantic Provinces Special Education Authority (APSEA).

I will adhere to all relevant professional codes of ethics, standards and APSEA policies and procedures as they may apply.

All information is considered confidential unless I am authorized to release specific details. Confidential documents and information include, but are not limited to, the following: decisions or data not intended for release, employee information, payee information, applicant information, student information, any other personal information.

I understand that violation of this agreement may result in discipline up to and including discharge from or termination of my employment/contracted work/practicum/other \_\_\_\_\_ with APSEA.

I agree that upon termination of or resignation from my employment, or completion of the work assignment, I will return to APSEA all documents, software, data and other media that belong to APSEA that I may have taken possession of during my relationship with APSEA, including deleting all electronic documents shared.

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Signature

\_\_\_\_\_  
Date

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Name (Please Print)

June 2018 (pe)