

Saint Mary's University, Faculty of Science, Interpreting Services

Terms of Service for Freelance Interpreters

Disclaimer for Use

The information within this document (Terms of Service) was developed specifically for the Saint Mary's University, Faculty of Science, Interpreting Services. The content may be used to inform the development of documents, websites, terms of services, etc., however Saint Mary's University, Faculty of Science, Interpreting Services, and this Terms of Service must be cited.

This document is reviewed at least annually. It is prepared and overseen by the Interpreting Services Staff ASL-English Interpreter. For any questions or concerns, or to ensure you have the most up to date version, please contact: interpreter@smu.ca

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Introduction

The following Terms of Service is for freelance ASL-English interpreters who work with Interpreting Services within the Faculty of Science at Saint Mary's University. This document provides freelance interpreters with information about booking and invoicing procedures. Interpreting Services also maintains resources pertaining to professional development and best practice expectations that are available separately from this document.

Definitions

Interpreting Services:	A department within the Faculty of Science overseen by the Dean of Science and Dr. Linda Campbell (Senior Research Fellow and Full Professor of Environmental Science)
Consumer:	The Deaf and non-deaf users of interpreting services
Freelance Interpreter:	The interpreter contracted to work on a per assignment basis – <i>will be noted as “FL interpreter” for the purposes of this document</i>
Staff Interpreter:	Employee interpreter of Interpreting Services

Booking and Invoicing Information

Freelance Interpreters Qualifications

The staff interpreter coordinates the Interpreting Services booking of FL interpreters, taking into consideration assignment needs and consumers' preferences.

Minimum criteria for hiring FL interpreters includes (some exceptions may apply):

- CASLI Active membership in good standing (for interpreters working in Canada), or;
- RID membership (for interpreters working in the USA), or;
- Membership with your national interpreter association (for interpreters outside of North America); and,
- Minimum of 3 years of experience interpreting (preferably experience working with Deaf professionals).

General Booking Details

- Bookings are made with a two (2) hour minimum, with the expectation:
 - If an assignment is booked for one (1) hour or less, the two (2) hour minimum will be billed with the one hour paid preparation time included in the two hour minimum and not paid in addition.
- If the assignment finishes earlier than the scheduled end time, the FL interpreter will bill for the entire time booked.
- If the assignment continues longer than the scheduled time, and the FL interpreter is able to continue working, the extended time will be charged in half hour increments at the same hourly service fee rate.
- If the FL interpreter is booked for multiple assignments in the same day, the gaps of time in between assignments will not be invoiced for. Alternatively the FL interpreter may be booked for a block of time encompassing multiple assignments.

Coursework Booking Details

- FL interpreter will be booked for full semester coursework and course lab time (if applicable).
- If the class or lab finishes earlier than the scheduled end time, the FL interpreter will bill for the entire time booked.
- If the class or lab continues longer than the scheduled time, and the FL interpreter is able to continue working, the extended time will be charged in half hour increments at the same hourly service fee rate.
- When a test or exam is scheduled, and only one interpreter is needed, the staff interpreter will be booked. FL interpreter will be booked only if the staff interpreter is unavailable.

Invoicing Information

In order to ensure payment the FL interpreter must submit their invoice within thirty (30) days of the assignment. Failure to do so may result in delayed payment or discontinuation of work with Interpreting Services, determined by the Dean of Science.

Invoices must include the following information (multiple assignments on one invoice clearly identified and delineated):

- Your full name and full mailing address
- Date of invoice
- Invoice identification number

- SMU A# (vendor number) if applicable
- Date of assignment(s) –*separate from the invoice date*
- Assignment details – *i.e. title of assignment (department meeting, seminar, etc.)*
- Breakdown of costs per assignment:
 - Service fee per hour
 - Preparation time fee
 - HST if applicable (with Business / HST number)
 - Travel costs (if applicable)
 - Total cost of the invoice
- For the 'Invoice / Bill to' address use:

Saint Mary's University
 Faculty of Science – Interpreting Services
 923 Robie St
 Halifax, NS B3H 3C3

Important information:

- If no HST is charged, it is the responsibility of the FL interpreter to provide a '[Declaration of Small Supplier for HST Purposes](#)'. Attach a completed copy with your first invoice. See [Appendix A](#) for the form;
- You must include your SIN on your first invoice. If you prefer not to disclose your SIN over email, please call the staff interpreter at 902-496-8761;
- If you wish to receive payment via direct deposit, please complete the '[Application for Vendor Direct Deposit Payment](#)'. See [Appendix B](#) for more information.
- If the assignment requires travel of more than 100km in total please see [Appendix C](#) for more information.

Service Fees Guidelines

The following suggested service fee guidelines are based on Nova Scotia ASL-English interpreters' services rates, years of experience, and the Interpreting Services budgetary limitations.

Please discuss your rate of pay with the staff interpreter prior to accepting work and when increases to your rate occur. Rates can be negotiated based on experience and expertise working with Interpreting Services.

Hourly Service Rates

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

Years of Experience	Hourly Rate
1-3	\$38.00 - \$40.00
3-5	\$40.00 - \$42.00
5-7	\$42.00 - \$44.00
7-10	\$44.00 - \$46.00
10-15	\$46.00 - \$48.00
15+	\$48.00 - \$50.00

2) Other considerations.

Other Considerations	Rate
CASLI Certificate of Interpretation (COI)	\$55.00 per hour

Daily Service Rates

Typically daily service rates, day rates, are charged when booked for conferences or workshops that last for an entire day or multiple days. The day rate will include all preparation time, and expenses (mileage, parking, meals). These expenses will be not paid in addition to the day rate. For out of town travel and meal expense details, please see Other Expenses section below.

Please confirm with the staff interpreter your rates in advance. Your day rate information will be used in cost-sharing negotiations with the external event planning organizers.

Years of Experience	Conference Day Rate
1-5	\$420.00 – \$460.00
6-10	\$460.00 - \$500.00
10+ or CASLI COI	\$500.00 - \$600.00

Preparation Time Payment Guidelines

Paid preparation time will not exceed the hourly service fee charged. Only charge for the amount of preparation time used without exceeding the guidelines. *Some exceptions may apply, and must be discussed with the staff interpreter.*

Assignment	Paid preparation time
Per assignment	One (1) hour

Per Course	Paid preparation time
Per week – course lecture(s)	One (1) hour
Per week – course lab	One (1) hour

In the case of assignments that are lengthy or that involve highly technical material (ex. thesis defenses) or course work, the FL interpreter may be asked to attend a preparation meeting with the interpreting team. This meeting is to be billed as additional preparation time.

Other Expenses

Please note that expenses such as meals, parking, and parking tickets, will not be reimbursed unless approved in advance by the staff interpreter. This includes expenses related to out of town assignments.

If the assignment requires travel of more than 100km in total please see [Appendix C](#) for more information on mileage reimbursement. Please note that car sharing, when possible, is preferred or booking a rental vehicle through SMU. The interpreting team will discuss arrangements on a case by case basis.

When assignments require travel by means other than car (air, train, bus) and / or overnight accommodation, the staff interpreter will work with you on bookings. Do not make any bookings before getting approval from the staff interpreter.

A per diem can be reimbursed for assignments that require overnight stays, in accordance with the [SMU Per Diem Rates policy](#). Prior to the assignment the staff interpreter will confirm payable expense allowances. When invoicing, include any allowable expenses on the same invoice for professional services.

Cancellations

Cancellation by SMU

The FL interpreter will be contacted as soon as possible when a cancellation has occurred. This notice will be sent via email and a reply email confirmation from the FL interpreter is required. In the event the staff interpreter does not receive a reply email from the FL interpreter, a text or phone call will be made to ensure the FL interpreter is aware and confirms the cancellation.

- If the assignment is cancelled with less than 24 hours notice, the FL interpreter will be paid for the assignment time only (not preparation time) with the expectation that the FL interpreter will use the time for professional development purposes. The staff interpreter is available to discuss professional development options.
- If the assignment is cancelled with more than 24 hours notice, the FL interpreter will not be paid for the assignment time or preparation time.

Cancellation by the FL interpreter

- If the FL interpreter needs to cancel for any reason the FL interpreter will not be paid for the assignment time or preparation time. The inability to work the assignment must be communicated to the staff interpreter as soon as possible.

Weather cancellations

- If the assignment is cancelled with less than 24 hours notice due to severe weather causing the campus or assignment location to be closed, the FL interpreter will not be paid for the assignment.
 - This is based on the SMU [Policy on Unscheduled Closures and / or Cancellations of Classes](#), section 11.0 Employee Compensation, article 11.5 *Hourly paid employees will not be paid for time worked during the closure*. See [Appendix D](#).
- Campus weather closures are posted on the [University webpage](#) and social media accounts.
- All attempts will be made to reschedule the same FL interpreter if the assignment is rescheduled to a later date.

Agreement to Terms of Service

By accepting work with Interpreting Services the FL interpreter acknowledges receipt of, ability to review, understanding of, and agreement to the above outlined Terms of Service for Freelance Interpreters. Failure to adhere to the Terms of Service or expected performance standards may result in discontinuation of work with Interpreting Services.

The staff interpreter is available to answer any questions regarding the Terms of Service; please don't hesitate to reach out.

Feedback on our service delivery and operations is always greatly appreciated. Please pass along any feedback (improvements needed and / or successes) to the staff interpreter or the Environmental Science Department administrative support, Jenny Harrison at: envs@smu.ca.

We look forward to working with you!

Appendix A

Declaration of Small Supplier for HST Purposes

I certify that for H.S.T. purposes I qualify as a small supplier as outlined by Section 148 of the Goods and Services Tax Act (annual commercial activity of \$30,000 or less). Further, should it be determined that I do not qualify as a small supplier, the consideration I received will be deemed to have included H.S.T. and I will make the required remittances to Revenue Canada.

Name:
Address:
Social Insurance Number:
Amount of Consideration:
Date of Service:

Date

Signature

(Must be completed prior to any honoraria payments in excess of \$250.00 for which an invoice conforming to H.S.T. regulations is not provided.)

Appendix B

Application for Vendor Direct Deposit Payment

Please [click here](#) for the fillable form from the SMU website. Send completed form to SMU Procure To Pay Services using one of the following options:

- Mail: Saint Mary's University, 923 Robie St, Halifax, NS, B3H 3C3
- Email: procuretopay@smu.ca
- Fax: 902-420-5180

If you have any questions or you need to update your direct deposit details please contact Procurement Services directly.

Appendix C

SMU Personal Vehicle Rates Policy

When it is appropriate to use personal vehicles for travel relating to University business, a reimbursement rate of \$0.43 per kilometer (effective May 14, 2012) may be claimed. Confirm current rate on this SMU [webpage](#).

How this affects the freelance interpreter?

If the FL interpreter is required to travel outside of the HRM (more than 100km in total) for an assignment, mileage may be charged. Please note that car sharing, when possible, is preferred or booking a rental vehicle through SMU. The interpreting team will discuss arrangements on a case by case basis.

On the invoice please note the start and end location, and total mileage, for the assignment. Mileage typically starts from the FL interpreter's residence and ends at the assignment location unless otherwise agreed upon with the staff interpreter. Mileage can be calculated by Google Maps route calculator, or simply by tracking kilometres driven.

Appendix D

SMU Policy on Unscheduled and / or Cancellation of Classes

For the full policy 'Closure and / or Cancellation of Classes (Policy 5-1002)', please [click here](#).

How this affects the freelance interpreter?

This policy document contains information regarding in which situations SMU would close, and how to learn of an unscheduled closure. Please read the following sections for more pertinent details.

- 7.0 Timing – page 2
- 8.0 Determining Factors – pages 2 & 3
- 9.0 Communications – pages 3 & 4
- 11.0 Employee Compensation – pages 4 & 5
- 20.0 Source of Information – pages 6 & 7
- 21.0 Weather Warnings – page 7
- 22.0 Decision to Close / Partially Close and / or Cancel Classes – pages 7 & 8
- Appendix A – Closure Line Messages – page 12

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