

Uniform Payment Rate for Freelance Interpreters

The Director of the Administrative Office of the Courts (AOC) has established a statewide Uniform Payment Rate for Freelance Interpreters' services to the Court of Justice. A Freelance Interpreter is an independent contractor not an employee of the Kentucky Court of Justice. AOC does not guarantee any interpreter a specific number of assignments or a specific amount of income. When accepting an assignment from the AOC, a Freelance Interpreter warrants to have the proper training and skills to perform interpreting services in a professional and competent manner. Refusal to accept or adhere to the Uniform Payment Rate shall be grounds for removal from the AOC Directory, and the Freelance Interpreter will no longer be permitted to interpret for the Court of Justice.

A Freelance Interpreter agrees to indemnify, save, and hold the state harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the interpreting assignment.

Payment for Licensed Visual Language Interpreters

Licensed Sign Language Interpreters will be paid \$40 per Interpreting Hour. Travel will be paid portal to portal for assignments outside the interpreter's county of residence or business at \$40 per hour, plus travel mileage per AOC mileage reimbursement rate.

Payment for Spoken Language Interpreters

1. Certified Interpreters will be paid \$40 per Interpreting Hour. Travel will be paid portal to portal for assignments outside the interpreter's county of residence or business at \$25 per hour, plus travel mileage per AOC mileage reimbursement rate.
2. Registered Interpreters will be paid \$25 per Interpreting Hour. Travel will be paid portal to portal for assignments outside the interpreter's county of residence or business at \$12.50 per hour, plus travel mileage per AOC mileage reimbursement rate.
3. AOC shall have the discretion to adjust the hourly rate as needed for interpreters who provide services in more than one language on the same day.

Billing Increments

1. For all interpreters, billings are to be rounded up to the nearest 15-minute (.25 hours) increment of time, after the minimum two hours have been met.
2. Freelance Interpreters cannot bill for the full time when showing up late to an assignment or leaving earlier than the scheduled ending time by the interpreter's own preference.

Minimum Pay

1. For all Freelance Interpreters a two (2) hour minimum shall be paid. Licensed Visual Interpreters and Certified Spoken Language Interpreters shall receive \$40 per hour for two (2) hours or a total of \$80, and Registered Spoken Language Interpreters shall receive \$25 per hour for two (2) hours or a total of \$50.
2. Interpreting Hourly rates for Freelance Interpreters shall end upon the completion of the assigned interpreting service(s). Further payment shall be made for time spent interpreting or waiting in court proceedings or direct services scheduled for provision of freelance interpreting services.
3. Interpreters must be available to the court during the paid minimums.
4. Compensation shall not be made to a Freelance Interpreter for time spent in preparation for scheduled interpretive services for the Court of Justice, except under extraordinary circumstances as determined and approved by the AOC Director or designee.

Cancellation Fee

A cancellation fee is paid under the following conditions:

1. The interpreter accepted an assignment at least 24-hours, or one business day, in advance of the assignment, and
2. The assignment is cancelled without a 24-hour, or one business day notice.

Cancellation fee amount

1. If the Freelance Interpreter has been given less than 24 hours notice for all assignments except trials scheduled for two (2) or more days, the Court of Justice shall compensate the interpreter at the appropriate pay rate for two (2) hours of interpreting.
2. If the Freelance Interpreter has been given less than 24 hours notice for trials scheduled for two (2) or more days, the Court of Justice shall compensate the interpreter at the appropriate pay rate for four (4) hours of interpreting for two (2) days.
3. No-show payment shall be the same as the cancellation fees, except no-show payment shall only be received when the interpreter has no other assignments at the court proceeding or direct services appointment.
4. If it is feasible to reassign an interpreter to another case when a cancellation occurs, AOC is entitled to an offset amount, up to the cancellation fee.

Interpreters' Responsibility

1. A Freelance Interpreter has an obligation to notify the court or AOC of his or her unavailability to perform the interpreting assignment at the earliest opportunity.
2. Once an interpreter accepted an assignment, the interpreter may not schedule another interpreter to perform the assignment, without prior approval from the contact person or AOC.
3. Invoices submitted to AOC must be submitted by the interpreter who performed the interpreting services. An interpreter cannot bill for another interpreter.
4. Freelance Interpreters shall obtain approval for overnight expenses, including meals and hotel, from the AOC Court Interpreting Service Division before accepting the court proceeding or direct service assignment.
5. Freelance Interpreters shall not request compensation from parties, witnesses, or spectators for services provided to the Court of Justice.

Invoices

For payment of services to the Court of Justice, the Freelance Interpreter shall provide to the Administrative Office of the Courts the approved statewide form, AOC-INT-01, Statement for Interpreting Services. The form shall be submitted within seven (7) days of the service being provided. Failure to comply with this requirement may result in delays.

Miscellaneous

The Uniform Payment Rate shall apply to Court of Justice employees who serve as Freelance Interpreters. Court of Justice employees must, however, utilize annual or compensatory leave for time taken from their regular Court of Justice employment responsibilities while serving as Freelance Interpreters.