

INTERPRETER SELECTION FOR DEAF EMPLOYEES

AP No. 3425

Board Reviewed:

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I. Selection of **Qualified** Interpreters

To ensure effective communication for Deaf faculty and staff, Rio Hondo College will maintain a list of qualified American Sign Language (ASL) interpreters capable of interpreting in a variety of settings including but not limited to, ASL-English voice interpreting for a Deaf instructor in the classroom or for professional development activities including but not limited to campus wide events, FLEX activities offered to the general faculty, and division/department meetings.

- The list shall contain a minimum of 10 qualified pre-screened ASL interpreters with whom the college maintains a contract.
- These interpreters will be held separate from any interpreting services provided by DSP&S for student interpreting services.
- This list shall be updated at least once annually to ensure continuity of service, but may be updated more often as needed.

Committee Membership

The Sign Language Interpreter Committee shall recommend to the board the names and selection of interpreters as they deem effective in providing these services. The committee shall be comprised of:

- One administrator who may be a dean or VP of Academic Affairs.
- One full-time faculty member with expertise in interpreting and American Sign Language.
- One Deaf faculty member who may or may not be adjunct.

The committee may also include other employees of Rio Hondo College with expertise in ASL and/or sign language interpreting such as the director of DSP&S or the DSP&S interpreting coordinator.

II. Scheduling of Interpreters

As the interpreter is a reasonable accommodation to the Deaf employee, and is an extension of the direct communication of the Deaf employee, the Deaf employee shall have the option to maintain a list of preferences for which interpreter from the list of preselected and board approved interpreters they prefer to work with.

When scheduling interpreters a best effort will be made to request the preferred interpreter(s) of the requesting employee.

Reference: Americans with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d).