



Independent Contractor Agreement

I am working as an independent contractor and offer my services on a per diem/per job basis. Any taxes, medical insurance, or other requirements that may be necessary are my responsibility. American Sign Language, Inc. (ASLI) is in no way responsible for the above-named requirements or benefits and will be held harmless for any lack of such requirements.

To clarify, I will not solicit nor engage in any business for any entity to which I was first introduced in a business setting when I interpreted, instructed, consulted, or transcribed as an independent contractor or employee of ASLI. This restriction is limited to sign language and deaf-related services in the general area (50 mile radius) of where my contact with the entity took place for a period of 12 months after last providing applicable service for ASLI. This restriction includes any and all sign language- or deaf-related interpreting, teaching, or consulting which would interfere or infringe upon the established programs and services developed and/or promoted by ASLI.

I understand that any breach of this Agreement is a breach of professional conduct and ethics. A breach of this agreement will result in the immediate cancellation of any contract I may have with ASLI and will preclude ASLI from engaging my services in the future and may result in legal action.

Signature of Contractor

Date

Printed Name

Birth Date

Street Address

City

State

Zip

Cell Phone

E-mail

Direct Deposit / Banking information (Optional)

Routing Number

Account Number



The participants in any relationship have responsibilities to each other. The following pages outline the responsibilities that American Sign Language, Inc. (ASLI) has to its interpreters, and also the responsibilities that ASLI expects from its interpreters.

Exhibiting professional behavior during an assignment

Interpreter are responsible for:

- Adhering to the RID Code of Professional Conduct
- Keeping strict confidentiality
- Conveying the content and spirit of the speaker
- Maintaining neutrality, reserving personal opinions, staying in professional role
- Maintaining solidarity with the agency (no disparagement & no soliciting for independent work)

Agency is responsible for:

- Ensuring interpreter is familiar with ethics of interpreting
- Keeping strict confidentiality
- Maintaining solidarity with interpreter (no disparagement)

Being prepared and ready to interpret before the scheduled start time of an assignment

Interpreter are responsible for:

- Making sure you have clear travel directions and contact information
- Giving yourself enough time to prepare for the job and travel, considering reasonable delays in transportation and correcting improper room layout
- Calling agency immediately if the job starts within 15 minutes and you are going to be late
- Wearing appropriate clothes for type of work (corporate, medical, social work, state work, formal, etc.)

Agency is responsible for:

- Providing clear and accurate job details, including directions in the format(s) most useful to the interpreter
- Informing interpreter of type of work
- Informing interpreter of special clothing requirements, if applicable

Leaving an assignment

Interpreter are responsible for:

- Staying the full scheduled length of the assignment, unless specifically dismissed by the agency
- Contacting the agency if the client has not shown up a half-hour after start time to determine the best course of action



Communication between the agency and interpreters

Interpreter are responsible for:

- Notifying the agency ASAP when a partner (agency provided or otherwise) is late or does not show
- Notifying the agency ASAP when an assignment runs longer than scheduled
- Notifying the agency ASAP of events that the contact person may ask about (i.e. fire drill, medical emergency)
- Letting the agency know as soon as convenient about client preferences in language, gender, dress
- Letting the agency know as soon as convenient about better directions
- Letting the agency know as soon as convenient if future assignments have been scheduled or cancelled

Agency is responsible for:

- Notifying the interpreter ASAP when job is cancelled
- Notifying interpreter ASAP when partner is late or has cancelled
- If a partner is late to an assignment and the two interpreters are unable to resolve interpreting time or billing to both interpreters' satisfaction, the agency will work with both interpreters for a resolution
- Finding a substitute partner when scheduled partner cancels or does not show
- ASLI has a 24-hour cancellation policy for all interpreting assignments. If the agency cancels an assignment less than 24 hours in advance, we will pay the interpreter in full. With more than 24 hours notice, it is not the policy of the agency to pay for cancelled assignments, but the agency may compensate the interpreter on a case by case basis, and we will give priority to the cancelled interpreter for any open work at the same time. This policy applies to days, NOT "business days", so if a request for a Monday is cancelled on a Friday, the interpreter will NOT be paid for that assignment unless agreed upon by the agency.

Professional Development

Interpreter are responsible for:

- Improving their skills by participating in workshops, etc., and seeking national or state certification

Agency is responsible for:

- Encouraging professional development of core interpreters, including national certification
- Providing feedback from client when given



Payroll

Interpreter are responsible for:

- Providing legible timesheets, when required. Please provide a pdf or jpg. They may be uploaded to the interpreter portal, emailed, or faxed

Agency is responsible for:

- Providing an accurate and timely payroll
- There is a lag of 1-3 weeks from the time you've completed an assignment to when you get paid for it. Payroll periods are two weeks long, start on Mondays and end on Sundays. Timesheets/invoices are due Monday by 6:00pm for the work ending the previous Sunday.

ASLI/DIVA Contact List

Mailing Address: 7815 N Dale Mabry Hwy, Tampa, FL 33614
Phone: (212) 477-0775
Fax: (212) 475-7677
Email: Interpreters@asli.com
Website: www.asli.com
Interpreter Portal: www.asli.com/fm/home.php
Jennifer Quigley: cell: (973) 879-9466 Email: quigley@asli.com
Angela Piteris: cell: (917) 410-6903 Email: angela@asli.com

Send completed paperwork/credentials to Lindsay Henderson: Lindsay@asli.com