

Certified Court Interpreter Incentive Plan (Staff, Assistant Supervising, and Supervising)

A Staff, Assistant Supervising, or Supervising Court Interpreter, who has completed 2 years of **certified** interpreter services within the State Courts System, is eligible to receive a one-time incentive increase in annual salary, up to \$2,500, upon approval of the chief judge. [e.g., potential salary increase at the beginning of YR-3, only.]

A Staff, Assistant Supervising, or Supervising Court Interpreter, who has completed 5 years of **certified** interpreter services within the State Courts System, is eligible to receive a one-time incentive increase in annual salary, up to \$2,500, upon approval of the chief judge. [e.g., potential salary increase at the beginning of YR-6, only.]

Procedures:

1. For new hires, increases will be effective on the date the Certified Court Interpreter begins his or her third or sixth year of service with the State Courts System. For currently employed Staff, Assistant Supervising, or Supervising Certified Court Interpreters, prior years of service will factor into eligibility determination; however, any incentive increases in annual salary will not be retroactive.

a. If a Certified Court Interpreter who has received an incentive increase leaves the State Courts System employment, and subsequently returns, he or she will be eligible to receive an incentive increase upon completion of two years of eligible service in the subsequent service.

b. Prior Staff, Assistant Supervising, or Supervising Certified Court Interpreter experience of less than two years, for which no incentive was received counts toward eligibility.

c. Employment in a county-funded Staff, Assistant Supervising, or Supervising Certified Court Interpreter position counts toward eligibility.

2. It is the responsibility of the Trial Court Administrator to submit a completed Personnel Action Request form (PAR) notifying the Office of the State Courts Administrator (OSCA) Office of Human Resource of each Certified Court Interpreter in their court who is eligible and who was approved for the incentive

increase. Any notification received after the first month of eligibility will be processed on the monthly payroll following receipt of the PAR, and will not be retroactive.

ESTABLISHED: July 1, 2018