



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

Bilingual Interpreting Stipend

Date _____

To Human Resources Management

From Employee Name: _____ Employee ID# _____

Classification Title _____

Work Location/Phone: _____

Subject: Bilingual Interpreting Stipend

The purpose of this letter is to explain my present duties as they relate to the current contract under Section 8.12.3 and to request the salary stipend in accordance with that section.

The functions are listed below with specific examples:

Bilingual Assistance

- Telephone-problem determination/resolution
- Parent/Teacher telephone calls
- Parent/Teacher conferences (I.E.P.s)

Bilingual Instruction

- Telephone-problem determination/resolution
- Written communication to parents/staff
- Parent/Teacher conferences interpreter
- General Office translation to parents/staff

Bilingual/Biliterate Translation

- Form completion
- School-generated documents for distribution

I am requesting the annual stipend as described in Article VIII of the agreement between CSEA and the Alum Rock Union School District due to the considerate utilization of my interpreting skills. **I am aware that I must reapply for such stipend upon transfer from qualifying position/site** and that if I am receiving the Bilingual Salary Differential I do not qualify for the interpreting stipend. ***Please Initial*** _____

Verification

Employee's Signature

Date

Program Manager's Signature

Date

Human Resources Management

Date

COMPLETED FROM MUST BE RECEIVED IN HUMAN RESOURCES BY APRIL 20TH