



**Administrative Center
Human Resources**

502 West Windsor Road
Champaign, Illinois 61820

Telephone: (217) 351-3822
Fax: (217) 351-7386

Non-English Language Interpreters/Translators Wages & Fringe Benefits Information

Last Reviewed and Approved by the Board of Education on June 9, 2025 (effective July 1, 2025)

1. **WORK YEAR**

Non-English Language Interpreters and Translators are hourly, at-will employees who perform work on an as-needed basis.

2. **WAGES**

Non-English Language Interpreters and Translators are compensated at \$19.60/hour.

Support staff members who work in positions where being bilingual is not required as part of their regular job duties (i.e., those hired into non-bilingual positions) will receive their normal hourly rate of pay or \$19.60/hour, whichever is greater.

In addition to regular interpretation assignments, Non-English Language Interpreters who complete training through a State of Illinois-approved vendor and earn a *Qualified Interpreter Certificate* may be hired as Qualified Interpreters for IEP/504 meetings. In recognition of the significant effort that will be needed to secure this designation, employees certified as Qualified Interpreters will be compensated at the wage rate listed for DHH Interpreters on Step 1 of the previous year's collective bargaining agreement with the CESP **for all interpretation work they perform for the District**, whether or not it occurs during an IEP/504 meeting.

3. **MEDICAL INSURANCE**

Under the guidelines established by the Affordable Care Act (ACA), all employees who work an average of at least thirty (30) hours per week during the previous year are eligible for coverage under the District health insurance plan the following year. The Board of Education covers up to \$731 of the Employee only monthly premium amount. The employee's share of the monthly premium is determined annually by Human Resources based on ACA affordability guidelines and District plan offerings.

Hours worked as a Non-English Language Interpreter or Translator are combined with hours worked in other positions in the District when determining eligibility.

4. **SICK LEAVE**

Under Illinois Municipal Retirement Fund (IMRF) rules, any employee employed in a position normally requiring performance of duty for 600 hours or more shall have access to ten (10) days of paid Sick Leave in each school year.

Only Non-English Language Interpreters and Translators who work in another position within the District (e.g., Teacher Aide, Secretary, etc.) are presumed to meet the 600 hour standard.

Sick Leave shall be credited annually to all eligible employees on the first day of each work year.

Sick leave may only be used for personal illness, quarantine at home, serious illness or death in the immediate family (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians) or household, or birth, adoption, or placement for adoption.

Use of Sick Leave must be reported to the employee's supervisor in accordance with District procedure. Unused Sick Leave accumulates from school year to school year, up to a maximum of 180 days.

5. RETIREMENT PLAN

Under Illinois Municipal Retirement Fund (IMRF) rules, any employee employed in a position normally requiring performance of duty for 600 hours or more receives IMRF benefits. The District is required to pay the employer contribution (currently 6.9424%). The staff member is required to pay the employee contribution (currently 4.5%).

Hours worked as a Non-English Language Interpreter or Translator are combined with hours worked in other positions in the District when determining eligibility.

6. SECTION 403(b) and 457(b) PLANS

Interested Non-English Language Interpreters or Translators may voluntarily participate in a 403(b) and/or 457(b) plan. A variety of annuity (both fixed and variable) and mutual fund products are offered. Participation information and enrollment forms are available from the Business Office.

7. AMENDMENT OR TERMINATION; APPLICABLE LAW

The District reserves the right to amend, modify, or terminate any of the compensation or benefit plans or programs described herein, at any time, to any extent, and for any or no reason, in the sole discretion of the District, except as otherwise prohibited by law.

This document is intended to comply with all applicable laws and regulations and will be construed, operated, and administered accordingly. In the event of any conflict between any provision of this document and any applicable laws or regulations, the provisions of the laws or regulations will be deemed controlling and any conflicting provision is deemed superseded to the extent of the conflict.