



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