A. Grade assignments are made on the basis of educational & experience level attained by the employee, as follows:

Grade A

Min  Associates of Arts in program w/0 to 1 year experience & no certification
Tier 1  Associates of Arts in program w/2 to 3 year experience & no certification

Grade B

Min  Associates of Arts in program w/4 to 5 years experience & no certification
Tier 1  Associates of Arts in program w/6 plus years experience & no certification

Grade C

Min  Associates of Arts in program w/0 to 6 years experience & current BEI Level 1 certification
Tier 1  Associates of Arts in program w/7 plus years experience & current BEI Level 1 certification

Grade D

Min  Bachelor’s degree w/5 to 9 years experience & current BEI Level 1 certification
Tier 1  Bachelor’s degree w/10 plus years experience & current BEI Level 1 certification

*Note* If the recommended candidate only has a Bachelor’s degree and does not have the required certification to be placed in Grade D on the Sign Language Salary table; then the recommended candidate will be placed back to Grade B (candidate’s years experience will determine if placed on Min or Tier 1 salary).

Grade E

Min  Master’s degree w/5 to 9 years experience & current BEI Level 1 certification
Tier 1  Master’s degree w/10 plus years experience & current BEI Level 1 certification

*Note* If the recommended candidate only has a Master’s degree and does not have the required certification to be placed in Grade E on the Sign Language Salary table; then the recommended candidate will be placed back to Grade B (candidate’s years experience will determine if placed on Min or Tier 1 salary).

Acronym:
BEI = Board of Evaluation of Interpreters

B. Initial Salary Placement

1. Entry Level Assignment

Individuals meeting the education, experience and certification(s) requirements will be placed at either Min or Tier 1 of the appropriate grade.

There are no 2:1 ratios applied to the Sign Language Interpreter salary table. The salary table is very clear where the candidate needs to be placed; depending on their education, experience and certification(s).

2. Maximum Initial Placement

The maximum initial placement for full-time employees is Tier 1, of the appropriate corresponding salary grade.
C. Fiscal Year Calendar

1. Interpreter for the Deaf/Hard of Hearing staff follow the institutional work schedule with the institutional holidays below being observed:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td>September 4, 2017</td>
<td>Monday</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 10, 2017</td>
<td>Friday</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>November 23, 24, 2017</td>
<td>Thursday and Friday</td>
</tr>
<tr>
<td>Winter Break</td>
<td>December 21, 22, 2017, December 25, 26, 27, 28, 29, 2017, January 1, 2, 3, 2018</td>
<td>Thursday and Friday, Monday through Friday, Monday through Wednesday</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>January 15, 2018</td>
<td>Monday</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 12, 13, 14, 15, 16, 2018</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>Institutional Holiday</td>
<td>March 30, 2018</td>
<td>Friday</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 28, 2018</td>
<td>Monday</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4, 2018</td>
<td>Wednesday</td>
</tr>
</tbody>
</table>

2. Salaries for staff employed for the duration other than the complete fiscal year (September 1 - August 31) will be prorated on the basis of 261 workdays per fiscal year.