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## Interpreter Pay Advance Opt In FAQs

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In response to several inquiries over the past year, I am pleased to inform you that NTID in collaboration with HR is now offering another pay option to all staff interpreters who work in 10-month positions.

### **What is this new option?**

There are two pay alternatives available to interpreters who work in 10-month positions.

- **Opt-in option** : this option will spread pay over 12 months for those working in a 10 month position
- **Opt-out option**: This option means that pay will be distributed over 10 months and is commonly referred to as *pay as-you-go*.

### **Who is eligible for these options?**

These options are being offered to staff interpreters who work 10-month interpreting positions. This option is also offered to part-time interpreters who work 57% part-time positions

### **What do these options really mean?**

For anyone who chooses to opt-in it means that they will receive Salary Continuation advances in the summer when not working.

Also, for anyone who chooses to opt-in it means their pay rate is lower than their earnings rate to reflect the advanced amount they will received when not working in the summer.

For anyone who chooses to opt-out it means that they will not receive Salary Continuation advances in the summer when not working. The pay rate is equal to the earnings rate.

### **If I opt-out, what about benefits and other pay deductions?:**

If you do have employee contribution deductions for medical, dental, etc., the payroll department will calculate the total of all missed deductions and set-up a series of catch-up contributions distributed over the first four pay periods after you return in the fall. Your HR benefits assistant will notify you of the catch-up amount due by September 10, 2008.

### **What must I do to Opt-in?**

If you decide to opt in and receive advance pay during the summer months, you must complete and sign the Interpreter Pay Advance Opt-in form. and return it to Human Resources. This form is on the HR web page at <http://finweb.rit.edu/humanresources/forms.html>

### **What is the Opt-in deadline?**

The Opt-in form must be submitted to Human Resources by May 1, 2008

### **What should I do if I want to Opt-out?**

For those who choose not to receive pay in advance this coming summer, there is no need to complete the Interpreter Pay Advance Opt-in form. Pay will commence on the first pay period in September 2008.

### **What if I want to Opt-in in 2009?**

Next year you will have the opportunity to revise your choice for the following year. The choice that you make this year must remain in place for the 2008-2009 academic year. Your choice of pay option will not effect your opportunity or earnings for any extra weeks or months of work you may be offered or overload work. Each year you will have the opportunity to revise your choice for the coming year.

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