



Independent Contractor Agreement

ABOUT

Mann, Jeremy DBA Hands in Motion (HIM) is a Washington, DC-based interpreting agency that provides services to the Deaf and Hard-of-Hearing community across the United States. The agency is a sign language and transcription company and was founded in 2006 by Jeremy Mann. Since its establishment, Hands in Motion has provided American Sign Language (ASL) services to the Deaf community. Hands in Motion specializes in government, educational, medical, legal, platform/conference, and performing arts interpreting. Hands in Motion also offers classes to consumers aimed at educating individuals on Deaf culture and history, how to effectively work with an interpreter and basic sign language.

Hands in Motion's mission is "The sky's the limit when it comes to providing equal access to the world". The agency strives to provide equal access to communication through the highest level of Interpreting services to all of the consumers in the least restrictive environment.

Hands in Motion is a certified small business and presently has a total of six employees, including management, administration, and interpreters. The staff at Hands in Motion is fully trained and knowledgeable of ASL and Deaf culture. Professional contract interpreters are also utilized by Hands in Motion and with over 200 certified interpreters available in our database, Hands in Motion can provide clients with experienced interpreters to fit the scope of work required. Contract interpreters are very valuable to the success and growth of Hands in Motion and fill the majority of our work. Hands in Motion takes great pride in our independent contractors.

Hands in Motion currently provides services to more than 80 customers with active contract agreements. Hands in Motion is fitted with an interpreting team that has the experience to successfully complete work in the following modalities:

Government: Interpreters have provided services to a variety of government agencies for a multitude of different meetings, trainings and other events. Interpreters have even performed services at the Presidential level with President Barack Obama.

Education: Interpreters work one-on-one with Deaf students in a variety of educational settings to ensure that every student, regardless of disability, has equal access to education.

Medical: Interpreters are equipped with the skills to provide accurate ASL interpretation to any patient from any healthcare provider and in any medical environment.



Platform/Conference: Hands in Motion has the resources to provide interpreting teams for a multi-day conference or function with a variety of speaking engagements in need of providing equal access for the Deaf and Hard-of-Hearing community.

Performing/Fine Arts: Hands in Motion has the resources and skills to provide Theatre companies and other theatrical venues interpreters with a passion and strong desire to make equal access a reality for any and all cultural events.

Legal: Interpreting for a client in a court or other legal setting demands the use of specialized interpreters for accurate interpretation and transliteration.

SCHEDULING PROCESS

Open assignments are sent out to all interpreters in our network. Assignments are usually allocated on a first come, first serve basis. Sometimes we have customers request specific interpreters by name. When this happens, that interpreter will be given the opportunity to accept that assignment. Once an interpreter has been selected for an assignment, our Scheduling Department will send the interpreter a "Job Info/Confirmation" email.

INVOICING AND PAYMENTS

Pay periods are on a bi-weekly schedule and all invoices are due the last day of the pay period. Invoice will be paid three (3) days after the end of a pay period. All invoices are to be sent to Christina Rogers at admin@himservice.com. Please see the attached pay schedule.

Invoices must be received within one (1) year from date of service. Invoices received after one (1) year from the date of service will be considered invalid and will not be paid.

Mileage and parking is not paid to sub-contractors unless specifically stated for a specific job. If there is any question about whether mileage is paid, you can check with our Interpreter Coordinator. In the event that mileage is billable, Hands in Motion will pay the current IRS reimbursement rate (please check with Christina about this rate).

In the event there is inclement weather, Hands in Motion will pay interpreters for assignments cancelled with at least one (1) full business days' notice.

EXPECTATIONS OF INTERPRETER

- The dress code for all assignments is business attire, unless otherwise specified.
- Interpreter must at all times follow the RID-NAD code of professional conduct. You may view the full code on the RID website at <http://www.rid.org/ethics/code>.



- Represent Hands in Motion in a professional and ethical manner. When on Hands in Motion coordinated assignments, we ask that interpreters solicit further business coordinated by Hands in Motion only. Any self-solicitation is a direct conflict of interest and will result in being removed from Hands in Motion's interpreter list.
- Interpreter agrees to dress professionally and appropriately for each and every assignment accepted by Hands in Motion.
- Hands in Motion interpreters must arrive to assignments 15 minutes prior to the scheduled appointed time. This extra time allows for you (the interpreter) to establish a rapport with all the clients, to properly prepare for the assignment at hand and to allow for any time needed to get through security.
- When receiving job details, please review all notes and inform us immediately if more information is needed. We will do our best to gather as much information as possible for the interpreter to be best prepared.
- We strive to provide complete details and relevant assignment information to all interpreters. This includes client preferences, special directions and parking information. If you have more detailed information about the job than what is listed, please bring that to the attention of our Interpreter Coordinator.
- Hands in Motion requests that all interpreters maintain proof of current certification with the Hands in Motion office. Many customer contracts require certification and failure to maintain current documentation may result in a loss of available assignments.
- Drugs and/or alcohol use or being under the influence of drugs and/or alcohol while on assignments with Hands in Motion is strictly prohibited. This can lead to immediate removal from our interpreter list.

CALLING OUT

If you need to call out of a job, please email Ilana Kardell at info@himservice.com if it is Monday-Friday 9am-5pm. After these hours, you must call 1-877-310-8389 and follow up with an email. Hands in Motion strongly encourages all call outs to be at least two (2) business days in advance. Call-outs less than two (2) business days leave the agency in a bind. Abuse of call outs could result in a re-evaluation of your employment with Hands in Motion in the future.



CLIENT NO-SHOW

If you have waited at an assignment site for 15 minutes after the official start time and the consumer has not arrived or notified you they were running late, and your onsite contact has already been contacted, call the office.

When a client is a no-show, it is the paying customer's decision how long the interpreter(s) should stay on site. As a general guideline, Hands in Motion asks that the interpreter(s) stay thirty (30) minutes or fifteen (15) minutes for every hour of the assignment (whichever is longer).

When a no-show occurs, please inform Hands in Motion office as soon as you know via email so that we can make note of the no-show in our records. If an on-site contact releases the interpreter(s), please include that name when you contact the office.

CANCELLATIONS

Hands in Motion has a forty-eight (48) hour cancellation policy. Our clients, unless otherwise specified, are charged for an assignment cancelled with less than forty-eight (48) hours' notice, unless otherwise specified in the contract agreement.

Should an assignment be cancelled, the interpreter will be compensated if they are given less than forty-eight (48) hours/ two (2) business days' notice, unless otherwise noted based on contract agreement. Cancellation notifications are given to interpreters via email, phone calls, or text messages. Email notifications are considered official once the email has been sent. Please make sure all contact information is up to date with Hands in Motion office staff.

REPORTING FEEDBACK

If an assignment runs past its scheduled appointment time, please email Ilana Kardell at info@himservice.com. This is imperative, as we need to invoice all clients for the time they have utilized our services.

Hands In Motion does not tolerate abuse directed to working interpreters nor abuse or unethical behavior practiced by an interpreter towards a client. As our clients will report ill-suited behavior by an interpreter, we implore interpreters to do the same if a client mistreats an interpreter in any fashion.

As always, reporting feedback regarding an assignment performed is welcomed and desired. Please direct such feedback to Ilana Kardell at info@himservice.com.



TAX RELATIONSHIP

I, _____, declare I am an Independent Contractor and recognize that I am not an employee of Hands in Motion. I acknowledge that I am responsible for all of my own personal-income and self-employment taxes, both State and Federal. I am also responsible for my own insurances. These include, but are not limited to, Auto, Worker's Compensation, Professional Liability, Medical, Health and Unemployment.

I have read the Independent Contractor agreement carefully and accept all the terms and conditions stated.

Independent Contractor Name (Please Print): _____

Independent Contractor Signature: _____ Date: _____

Hands in Motion Representative: _____ Date: _____

Revised 7/2012