

Employee Services Procedural Statement

Title: Translation Pay Differential

Effective: 7/1/2023

Introduction

Per the Colorado WINS Partnership Agreement, Section 32.2, CU must provide additional, non-base building pay to classified staff employees who translate as part of their position.

Procedural Statement

A department should pay classified staff for translation responsibilities that are documented in the position description. The rates are as follows:

- \$50 per month if translation is less than 25% of work time
- \$100 per month if translation is between 25% and 50% of work time
- \$150 per month if translation is greater than 50% of work time

If translation is documented as an ongoing job responsibility, the pay may be added as a temporary pay differential within HCM.

If translation is documented as an “as needed” job responsibility, the pay should be requested through the Additional Pay process.

A translation pay differential is not required when the position’s regular job responsibility is to interpret or translate and the salary level has been set commensurate with these responsibilities.

To verify that translation responsibilities are documented in the position description, please request a copy from the appropriate campus HR office.

Exceptions

While it is required for classified to be compensated for translation services, a department may choose to pay any other CU employee for these services. This is at the discretion of the department and should be documented within the department.

Payroll Preparation and Processing

Reason	HCM Code	MyLeave Entry
Translation Services	TRL	Translation Services – Classif