

IMMEDIATE NEED REQUEST
2022-23

Requested by: Human Resources			
		Date to VP: 9/22/2022	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Human Resources		
		Date to Cabinet: 9/27/2022	
Division:	Human Resources		
Vice President:	Sokha Song	<i>Sokha Song</i>	
		Outcome:	

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. New Positions: Two (2) American Sign Language (ASL) Interpreters (Professional Experts V) 20 hours per week	<p>We are requesting immediate needs funds to hire a second team of two (2) ASL interpreters at 20 hours per week. This will provide the College with four (4) ASL interpreters (2 units) to meet the current needs of our employees for up to 40 hours per week.</p> <p>The current approval (NRA14) for two (2) ASL interpreters at 20 hours per week each (40 total paid hours) is not sufficient to meet the accommodation needs of our current employees. The College recently hired four (4) full-time employees and one (1) student-worker, all of whom are deaf and require accommodations. During their interactive process meetings, each employee is estimated to need interpreting services for 4-6 hours per week for meetings, seminars, and events. ASL interpreters work in teams of two (2) ASL interpreters. This amounts to 40-60 paid hours for interpreters per week.</p> <p>However, based on actual current use for ASL interpreting services, ASL interpreters are currently accommodating employees at about 15 hours of meetings, seminars, and events per week.</p> <p>This amounts to 30 paid hours for ASL interpreters per week. Two teams will also provide the flexibility needed to provide coverage at a wider range of times throughout the day and allow us to simultaneously have ASL interpreters at two separate meetings, seminars, or events.</p>	120,000.00	X		
Account Number(s):	XXXXXX-200000-561600-673000				

2.						
	Account Number(s):					
3.						
	Account Number(s):					

**** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**

I've provided data below supporting a need for additional ASL interpreters to meet the accommodation needs for the College's deaf employees.