

NEW MEXICO JUDICIAL BRANCH

BILINGUAL COMMUNICATION
ADVANCED – ADDITIONAL
COMPENSATION REQUEST FORM

Reference NMJBPR Part I Section 3.09

Inquiries: Administrative Office of the Courts, HR Division 827-4937 or 827-4810

Dev: 9/29/10; Rev: 10/24/11

- Bilingual compensation shall not exceed \$1.00 per hour, and may be awarded to employees who have successfully completed training and received certification as a Language Access Specialist through the NM Center for Language Access or those who are certified court interpreters working in another capacity with the NM Judiciary.
Certification must be current at all times or compensation shall be removed. Upon job change bilingual compensation shall be assessed based on need and may be removed. Staff classified as Court Interpreters are not eligible.

Employee Name: _____

Judicial Entity: _____ Job Title: _____

Court Location: _____ Certified Second Language: _____

Please attach:

- NM Center for Language Access Bilingual Specialist Certification []
o Certification Date _____ Expiration Date _____
Certified Court Interpreter Certification []
o Certification Date _____ Expiration Date _____

Please explain the condition and/or situation necessitating this request for payment of bilingual certification training (additional sheets may be attached):

Employee Signature: _____ Date _____

Immediate Supervisor Signature: _____ Date _____

The information submitted on this form is true and accurate.

For Administrative Use Only
Date Bilingual Compensation to begin: _____ Current Hourly Rate: _____
New Hourly Rate: _____
As Administrative Authority, I have reviewed this request for bilingual compensation.
Yes, I approve this request. No, I disapprove this request.
Administrative Authority Signature: _____ Date _____
Human Resources Representative: _____

cc: Employee Personnel File; Judicial Entity Human Resource Representative; Fiscal Division; Chief Judge