Women and Fair Practices Language Interpreter Program



The primary goal of AFGE's Women and Fair Practices Department Language Interpreter Program is to provide assistance to AFGE dues-paying bargaining unit members in obtaining interpreter translation services to aid with EEO-related complaints and grievances.

The Women and Fair Practices Department wants to ensure that members with a need for a language interpreter receive assistance in addressing workplace discrimination during the initial stages of the EEO complaint process or the grievance process where an EEO allegation is made.

The use of an interpreter may be necessary to ensure there is clear and effective communication between the parties regarding the basis for a claim of discrimination, the applicable federal laws, the EEO process, all deadline requirements and the understanding of the legal terminology during the initial contact with an EEO Counselor, the counseling stage and the filing of the formal EEO complaint.



Criteria and Intake Process:

1. **Employee was a dues-paying bargaining unit member at the times of the events(s) giving rise to the EEO complaint.**
2. **Request from member:**
   a. Language Interpreter Intake Form must be submitted within 15 calendar days of becoming aware of the alleged discriminatory action(s) endorsed by the Local President. Cases without the endorsement of the Local President will not be accepted.
   b. Member must submit two language interpreter service quotes from their geographical area with the Intake Form.
   c. Member understands and agrees that the Women and Fair Practices Department will only cover the cost of the interpreter not to exceed $1,000, and the member will be responsible for any additional amount owed.
3. **Request from Local for assistance for a dues-paying member's EEO grievance:**
   a. Language Interpreter Intake Form must be submitted within 15 calendar days of becoming aware of the alleged discriminatory action(s).
   b. Local must submit two language interpreter service quotes from their geographical area with the Intake Form.
   c. Local understands and agrees that the Women and Fair Practices Department will only cover the cost of the interpreter not to exceed $1,000, and the Local will be responsible for any additional amount owed.

Requirement for payment for language interpreter:



Member must submit copies of:
(1) the EEO Counselor's Report;
(2) the Formal Complaint filed and/or Resolution agreement if the case settled; and
(3) a detailed and itemized bill to include the date of each service, the services provided, the hourly/daily rate and the time expended each day.

If the services are billed daily, weekly or monthly, bills must be submitted within 3 days of receipt.

Local must submit copies of (1) all documents regarding attempts to informally resolve matter; (2) Grievance filed and/or Resolution agreement if the matter settled; and (3) a detailed and itemized bill to include the date of each service, the services provided, the hourly/daily rate and the time expended each day.

If the services are billed daily, weekly or monthly, bills must be submitted within 3 days of receipt.

Scan this QR code to complete our WFP Interpreter Program Intake Form, and return completed form to

wfpinterpreter@afge.org