



## **Professional Language Work Guidelines**

MIIN often receives requests to develop and/or translate Ojibwe language materials. MIIN is committed to providing quality Ojibwe language resources to the public, and will accept professional language work when applicable. Our Professional Language Work Guidelines provide guidance to which work opportunities should be pursued by MIIN.

In order for MIIN to enter into an agreement to provide said work, the Executive Director must ensure the following:

1. The Executive Director is adhering to the MIIN Fiscal Policies.
2. The total cost of the work will not exceed the total reimbursement by the customer requesting the work.
3. MIIN has identified a first language speaker, or highly proficient second language speaker, and editors, who are experienced with the desired dialect, to complete the work.
4. The customer agrees to pay the following rates for MIIN's services:
  - a. First language speaker - \$125/hour
  - b. Second language speaker - \$85/hour
  - c. Editors - \$65/hour
  - d. Transcribers - \$75/hour
  - e. Administrative fee of 10% of the total cost of personnel
5. The time committed to the work does not:
  - a. impede on the primary responsibilities of the staff member(s) assigned to oversee the project.
  - b. exceed the administrative fee total when compared to the time spent on the project by the staff member(s) assigned to oversee it.
6. The timeline for the project is reasonable.
7. The customer agrees to make the work provided by MIIN public via their own websites and social media, or through MIIN's website and social media.
8. A minimum of 2 hours of pay is required for any work involving a first language speaker.