



# EMPLOYEE HANDBOOK SPANISH TRANSLATION GUIDE



# Purpose of Employee Handbooks

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## *a/k/a Employee Manuals*

An employee handbook, sometimes also known as an employee manual or staff handbook, is a book given to employees by an employer. Usually, the employee handbook contains information about company policies and procedures.

The employee handbook can be used to bring together employment and job-related information which employees need to know, such as holiday arrangements, company rules and disciplinary and grievance procedures. It can also provide useful source of information to new staff as part of the induction process.



*A written employee handbook gives clear advice to employees and creates a culture where issues are dealt with fairly and consistently.*

# Native Speaking Translators

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## *What's meant by this phrase?*

Professional translators typically work in a language pair (e.g., English-Spanish, et. al.). The translators are bilingual in both languages of their language pair, although only one of the languages would be their first language, considered their native language.

English-to-Spanish translation of employee handbooks should be performed by professional linguists who are native speaking in the target language (the language translating into), in this case Spanish.



*Most professional translation companies assign translators that are native speaking in the target language to employee handbook translation projects. Still it's recommended to ask this question and confirm the practice.*

# How Is Employee Handbook Spanish Translation Pricing Determined?

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## *By word, by page, or what?*

The most common model for pricing Spanish translation of employee handbooks is a per word rate based on the source text word count. Sometimes when source word counts are difficult to determine (e.g., non-editable text) pricing is based on the resulting target word count known at project conclusion.

### Other less common pricing methods

- Per page basis
- Hourly basis
- Fixed price project basis



*English text word counts are usually less than the equivalent word count in Spanish. Therefore pricing based on the source English word count will be cost advantageous to clients.*

# What File Types Do Employee Handbook Spanish Translators Work With?

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*All standard file types are acceptable although MS Word is preferred when available*

Professional translators can work with a wide variety of file formats that contain text for translation. The ideal format is MS Word since the text is editable. Existing formatting within MS Word documents can be retained in the Spanish translation.



*Another advantage in working with MS Word files is that word counts can be easily determined. Word counts affect both pricing and schedules.*

# Employee Handbook Spanish Document Design Formatting Services

## *InDesign & other design applications*

Formatting services in InDesign and other popular document design applications are available for any employee handbook projects requiring finished print ready files.



### **9.1 - Clear Desk Policy**

The Company operates a clear desk policy at all its sites to ensure a safe and secure work environment. For clarification, all documents/product should be stored away and the desktop kept clear and tidy at the end of a shift, unless notified otherwise.

All employees are requested to comply with this policy and to maintain the Company's professional image at all times.

### **9.2 - Collections and Gambling**

No money may be collected on the Company's premises for any purpose, unless permission has been obtained from management.

betting, gambling, sales or lotteries are not allowed on Company premises.

### **9.3 - Personal Property**

The company cannot accept liability for personal property lost or stolen on Company premises, including articles placed on desks or in lockers. Any lost property should be handed to the Director.

The Company will dispose of the lost property not claimed, after a suitable period of time has lapsed.

### **9.4 - Expenses**

Expenses incurred by employees will be reimbursed in accordance with Company guidelines. These rules are designed to provide for the reimbursement of reasonable out-of-pocket expenses wholly, exclusively, necessarily and actually incurred by an employee engaged on the business of the Company.

In order to claim back expenses, an employee must complete and sign a claim form. Have it countersigned by their manager and then submit it to Head Office. Employees are expected to provide original VAT receipts for expenditure incurred where this is reasonably practicable and they should give a full description of

OTHER INFORMATION

*InDesign formatting services are separate from translation. Translation does not typically occur within a design application such as InDesign.*

# What About Google Translate

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*Is it good enough to use for Spanish translation of our employee handbook?*

No never. Employee handbooks have legal significance. No form of machine translation should be used for high quality Spanish translation of employee handbooks.



*Google Translate is an online tool that uses a form of machine translation. It may have limited utility in some instances, such as to get a quick rough idea of a translation. However, it's not a professional tool for producing high quality translations. Also we add it should never be used as a method of evaluating the work of professional human translators.*

# How Long Will It Take To Translate My Employee Handbook

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## *The schedule*

Project durations scale with the word count. On an average basis a professional translator will competently translate 2000-3000 words per day.



*When faster project turnarounds are necessary projects can be divided up among multiple translators. When possible, assigning only a single lead translator is ideal for overall translation continuity.*



# Translation Memory (TM) & Employee Handbooks

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## *What is it?*

TM stands for 'translation memory'. Employee handbook Spanish translators use special software that identifies repetition in text and helps translators incorporate translation continuity throughout a project. Use of TM can help lower project costs.



*A TM can also greatly reduce Spanish translation costs in subsequent updates to the employee handbook when some but not all source English text is changed.*

# Employee Handbook Spanish Translation Clients' 2 Most Frequently Asked Questions

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- 1) How Much Does It Cost?
- 2) How Long Will It Take?




*These are good and necessary questions, although these questions alone imply that employee handbook Spanish translation services are a commodity, which they are not. A few more questions follow on the next page.*

# Good Questions for Your Employee Handbook Spanish Translation Services Provider

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- 1) What is your quality control process (e.g. Is proofreading by a second translator included)?
- 2) What are the language qualifications of translators (e.g., native Spanish speakers, experience level, et. al.)?
- 3) Will translators assigned to the project be specialists in translating legal, business, and employee handbooks texts?



*These and other questions go a step beyond 'how much' and 'how soon.' Savvy employee handbook translation clients will ask these questions and consider the answers.*

# Request Free Employee Handbook Spanish Translation Quote

We'll Respond Within 20 Minutes  
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