

Bilingual Pay

4.1.3

PURPOSE

The City recognizes the value of employees who can communicate with residents and customers in languages other than English, and offers premium pay to eligible employees for such skills. This section describes the criteria, policies and procedures for administering the bilingual pay premium.

AUTHORITY

This special pay program has been established as part of the agreement between the City and certain employee organizations. It may be subject to change upon negotiation and should be reviewed upon adoption of new contracts. **To the extent any provision in this policy conflicts with the provisions of an applicable MOA, the MOA provisions shall prevail.**

POLICY

1. Justification for bilingual pay differential

Departments may request bilingual pay differential for an employee based on the employee's use of a non-English language as part of their regular job duties. Requests may be on the basis of oral translation duties only or oral and written translations, depending on the provisions of the applicable Memorandum of Agreement.

Requests are reviewed by the Human Resources Department based on the following criteria:

- The language must be used on the job on a regular, on-going basis (for example, four (4) or more times per month on average; one or more times per week on average, etc.); or
- For sworn employees, the language has been identified by the Police Chief or Fire Chief as a high-need language.

2. Eligibility

This policy is currently limited to full-time and part-time benefited employees who are covered by bargaining unit contracts that provide for bilingual pay differential. Part-time unbenefited employees in the Municipal Employees' Federation (MEF) are also eligible. Eligible employees who meet the following criteria shall be compensated for each pay period actually worked at the rate specified in the applicable Memorandum of Agreement:

Full-Time Employees:

- The duties currently assigned to the employee and/or currently being performed by the employee require utilization of a non-English language on a regular basis.
- The employee must pass an examination certifying his/her ability to speak or write the required non-English language.

Bilingual Pay

4.1.3

Part-time Employees:

- The employee must be a benefited part-time employee or unbenefited part-time employee in the Municipal Employees’ Federation (MEF).
- The duties currently assigned to the employee and/or currently being performed by the employee require utilization of a non-English language on a regular basis.
- The employee must pass an examination certifying their ability to speak or write the required non-English language.

3. Discontinuing bilingual pay

Any employee who leaves a position in which he/she is receiving bilingual pay will cease to receive the pay. This will occur whenever an employee is transferred, promoted, reassigned, or otherwise leaves the specific position for which the pay was authorized.

Eligibility will be reviewed on an annual basis by the Human Resources Department to verify whether employees receiving bilingual pay are performing duties that require utilization of a non-English language.

Bilingual Pay will not be considered as part of an employee’s salary for retirement calculation purposes.

4. Bilingual examinations

The Human Resources Department is responsible for the development of examination content and rating criteria to evaluate an employee’s ability to speak or write a non-English language. The examination may be administered by employees who have already been certified in that language, under the direction of the Human Resources Department, or by an outside vendor selected by the Human Resources Department.

PROCEDURES

Employee or Supervisor	Completes Request for Bilingual Pay in eWay .
Supervisor and/or Department Director	Reviews request and approves if employee meets eligibility criteria. Denies request if employee does not meet eligibility criteria.
Human Resources Department	If request is approved, the employee will be contacted to take a bilingual examination by the Human Resources Department. Upon successfully passing the examination, the results are recorded in eWay, and a request to implement bilingual pay is forwarded by the Human Resources Department to Payroll for processing.
Payroll Division Finance Department	Processes the request to implement the bilingual pay and determines the effective date. The effective date of the bilingual pay must coincide with the beginning of a pay period. Updates the workflow in eWay as needed.

