



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Alex Gurza

**SUBJECT: BILINGUAL PAY HISTORY  
AND COSTS**

**DATE:** May 21, 2013

Approved

Date

5/21/13

The purpose of this Manager's Budget Addendum is to respond to questions raised during a Budget Study Session regarding Bilingual Pay. This memorandum summarizes the history of the bilingual pay program and current premiums by bargaining unit.

## PURPOSE AND HISTORY OF BILINGUAL PAY

The purpose of the bilingual pay program is to recognize the value of employees who can communicate with residents and customers in languages other than English. This special pay program was established as part of the agreement between the City and Municipal Employees' Federation in July 1981 and subsequently extended to other bargaining units. The benefit originally covered oral translation only and was expanded to include additional pay for written translation in 2000.

In order to receive bilingual pay, employees must pass an examination. The examination was administered by a panel of bilingual employees including Human Resources staff until 1998. Since 1998, the examination has been administered by an outside vendor using the City-developed exam and rating criteria. The current vendor is Berlitz.

## BILINGUAL CERTIFICATION PROCESS

Qualifications and process for requesting bilingual pay is outlined in City Policy Manual Section 4.1.3. Departments submit requests to Human Resources for employees who may qualify based on regular use of bilingual skills in a particular job. After review, Human Resources directs qualified employees to the vendor for testing. Once positive test results are received, Human Resources notifies Finance Payroll to initiate the bilingual pay. If the employee changes jobs, pay is stopped; a continuation request must be submitted if bilingual skills are also used regularly in the new job. The employee is not required to retake the examination.

**CURRENT PREMIUMS BY BARGAINING UNIT**

The premium is paid bi-weekly. Depending on the provisions of the applicable Memorandum of Agreement, pay is for oral translation duties only, or oral and written translations. The table below identifies the bilingual pay by bargaining units.

<b>Employee Unit</b>	<b>Oral and Sign Language Bilingual Pay</b>	<b>Oral and Written Bilingual Pay</b>
Association of Building, Mechanical & Electrical Inspectors	\$29	\$40
Association of Engineers and Architects	\$29 – Full-time employees	\$40 – Full-time employees
	\$19 – Part-time Employees	\$30 – Part-time Employees
Association of Legal Professionals of San Jose	\$29	\$40
Association of Maintenance Supervisory Personnel	\$29	\$40
City Association of Management Personnel	\$29	\$40
Confidential Employees' Organization	\$29 – Full-time Employees	\$40 – Full-time Employees
	\$19 – Part-time Employees	\$30 – Part-time Employees
International Association of Fire Fighters	\$29	N/A
International Brotherhood of Electrical Workers	N/A	N/A
International Union of Operating Engineers, Local #3	\$29 – Full-time Employees	NA
	\$19 – Part-time Employees	
Municipal Employees' Federation	\$29 – Full-time Employees	\$40 – Full-time Employees
	\$19 – Part-time Employees	\$30 – Part-time Employees
San Jose Police Officers' Association	\$29	N/A
Executive Management and Professional Employees (Unit 99)	\$29	\$40



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For questions, please contact Sarah Nunes, Employment Division Manager, at (408) 975-1458.

