

CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

SUBJECT: BILINGUAL PAY

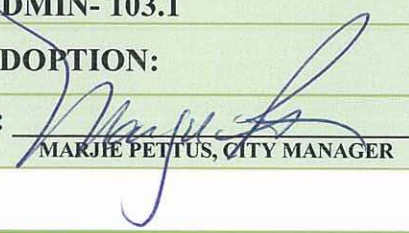
NUMBER: ADMIN- 103.1

EFFECTIVE DATE: JANUARY 1, 2012

COUNCIL ADOPTION:

AMENDS/SUPERSEDES:

APPROVED:


MARJIE PETTUS, CITY MANAGER

POLICY ON BILINGUAL PAY

Subject: Bilingual Pay for Qualified Employees

Purpose: To enhance the City's ability to provide service to non-English speaking customers and establish a procedure for compensating employees with bilingual skills applied in the work place.

General Policy: The City shall provide additional compensation to employees for the performance of bilingual skills, commencing on the first pay period following certification.

Provisions:

1. The determination of the number of employees designated to receive bilingual pay is at the sole discretion of the City.
2. Employees shall be eligible for bilingual pay based upon recommendation by the Department Head with final approval by the City Manager. The recommendation shall be based upon a written assessment that describes the need for the employee/s to use this skill on the job (see attached form).
3. Employees must first demonstrate their bilingual skills through a competency examination developed and administered by Human Resources or by a third party selected by the City. Certification shall consist of successful completion of the examination.
4. Bilingual pay shall apply regardless of the frequency or total time required to perform translation duties.
5. In the event that department bilingual employees are not available and a bilingual need occurs, bilingual employees may be "loaned" to the department in need for the duration of the assignment.
6. If an employee is approved for bilingual pay and receives a change in assignment, classification, job duties, or is transferred or promoted, a determination may be made by the employee's Department Head that bilingual skills are no longer required for use on the job and this benefit shall be removed from the employee with no right of appeal.
7. If there are more bilingual employees in a department or location than are required by the City to provide customer service, the City may determine a method whereby qualified employees can receive this compensation on a rotational basis.
8. The City reserves the right to determine the languages for which testing shall be conducted.

9. The City reserves the right to determine where the use of employee bilingual skills will be best served.
10. The City may require employees to keep a log demonstrating that bilingual skills are being utilized.
11. An employee's continuation in the bilingual program is subject to periodic evaluation and retesting.
12. Only employees granted bilingual pay will be required to speak the designated language.
13. Full and part time employees shall be eligible to receive bilingual pay.

REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.

CITY OF HEALDSBURG
REQUEST FOR BILINGUAL PAY

DEPARTMENT: _____ DIVISION: _____

Please complete a form for EACH employee to be considered

Employee to be considered for bilingual pay:

Name Title

Language: _____ Spanish _____ Sign _____ Other: _____

JUSTIFICATION: *Please include the approximate size of non-English speaking public served, type of contact with the department, extent of contact with the employee (frequency and length of contact), whether it is expected that this service will be temporary or continuous, and how this service will benefit the community being served.*

Department Head Recommendation:

Approve: _____ Deny: _____

Comments: _____

Department Head Signature

Date

Approved: _____ Denied: _____

City Manager Signature

Date