

Reference:	Title:
	Bilingual Pay

I. PURPOSE

This policy outlines the provisions for bilingual pay for employees proficient in a language other than English and whose skills are utilized in their job responsibilities.

II. DEFINITIONS

- A. Bilingual Pay: Additional compensation provided to employees who are proficient in a language other than English and are required to use these skills in their job.
- B. Proficiency Test: A test designated by the County's Human Resource Department to assess an employee's proficiency in a language other than English.
- C. Interpretive or Translation Services: Services that involve translating spoken or written words from one language to another.
- D. Covered City employees:
 - 1. All unrepresented, full-time and part-time City employees who are scheduled to work at least 20 hours or more, excluding temporary employees, seasonal employees, on-call employees, and interns;
 - 2. All employees covered by a collective bargaining agreement that incorporates this bilingual pay policy; and
 - 3. All currently eligible unrepresented employees who form a new bargaining unit and who have not yet finalized the terms of a collective bargaining agreement.

III. POLICY

- A Covered City Employees who communicate in a language other than English, with proficiency as determined by a test designated by the Human Resource Department, and whose essential functions do not include interpretive services, shall receive bilingual pay in the amount of \$100 per month.
- B This bilingual pay is contingent upon the Department Head specifically assigning and requiring the use of such language skills.
- C The Department Head may reevaluate, modify, suspend, or revoke the bilingual pay decision at any time for any reason, and this decision is not grievable.

IV. ELIGIBILITY

- A. Full-time and part-time probationary and regular employees who are unrepresented or employees covered by a collective bargaining unit containing this benefit.

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B. To be eligible for bilingual pay, an employee must meet the following criteria:

1. Successfully pass a proficiency test.
2. The employee's essential job functions must not include interpretive services.
3. The Agency Head must specifically assign and require the use of the employee's bilingual skills.

V. PROCEDURES

- A. Covered City employees with bilingual skills request approval to provide interpretation or translation services from their Department Head on the City Bilingual Pay approval form
- B. Department Head determine if there is a business need for interpretation or translation services in the particular language and if there is a need to assign that work to the employee.
- C. If Department Head approves interpretation or translation services for the employee, employee submit Department Head approved City Bilingual Pay approval form to Human Resources and requests to schedule a proficiency exam.
- D. Human Resources schedule the employee for a proficiency exam.
- E. Eligible employees will receive bilingual pay for future pay periods after passing the proficiency exam.
- F. Bilingual pay will continue as long as the employee is approved by the Department Head and the employee is required to use their bilingual skills as part of their job responsibilities.


Barb McIntyre
Human Resources Director

10/10/2025
Date


Leiron Gaylor Baird
Mayor

10/21/2025
Date