

Human Resources Policy Bulletin

Lancaster County

Number: 2024-8

Date: December 17, 2024

Reference:	Title:
	Bilingual Pay Policy

I. PURPOSE

This policy outlines the provisions for bilingual pay for covered County 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 Services: Services that involve translating spoken or written language from one language to another.
- D. Covered County employees:
 - 1. all unrepresented, full-time and part-time County employees in the classified service who are scheduled to work at least 20 hours or more, excluding temporary employees, seasonal employees, on-call employees, probationary employees, and interns;
 - 2. all union-represented employees covered by a collective bargaining agreement that incorporates this bilingual pay policy; and 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

Covered County employees who speak 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. This bilingual pay is contingent upon the Agency Head specifically assigning and requiring the use of such language skills. The Agency Head may reevaluate, modify, suspend, or revoke the decision at any time for any reason, and this decision is not grievable.

IV. ELIGIBILITY

To be eligible for bilingual pay, a covered County employee must meet the following

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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 County employees who wish to receive bilingual pay must notify the Agency Head and request to schedule a proficiency test.
- B. This bilingual pay will continue as long as the employee is approved by their Agency Head and is required to use their bilingual skills as part of their job responsibilities.


Barb McIntyre
Human Resources Director

12/18/2024
Date


Sean Flowerday
Chair, Board of County Commissioners

Date