

Criteria for Bilingual Pay

Divisions may request bilingual pay premium 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 interpreting duties only or interpreting and translation duties.

Bilingual pay premium requests are reviewed to determine if the language is used on the job on a regular, on-going basis, not just a few times a year.

Subject to Department of Public Health, Human Resources approval, employees,

- 1) who are certified as bilingual, and
- 2) who are assigned to perform bilingual services

shall receive a bilingual premium of sixty dollars (\$60) per pay period.

For purposes of this section, "bilingual" means the ability to interpret and/or translate non-English languages including sign language for the hearing impaired and Braille for the visually impaired, and "certified" means the employee has successfully passed a language proficiency test approved by the Director of Human Resources.

Employees who are certified as bilingual and assigned to perform bilingual services may have their position designated with a special condition.

Effective January 1, 2020, at the City's discretion, the City may require an employee to recertify to continue receiving a bilingual premium.

DPH Managers may be required to review their programmatic and staffing needs to ensure that the request for bilingual pay is justified.

Discontinuing Bilingual Pay

1. When an employee leaves a position in which he/she is receiving bilingual pay, the premium may be discontinued if the employee is taking a new position where their bilingual services will no longer be needed. This may occur whenever an employee is transferred, promoted, reassigned, or otherwise leaves the position for which the pay was authorized.
2. Eligibility will be reviewed every 36 months to ensure that employees receiving bilingual pay are performing duties that require utilization of a non-English language.
3. Employees on an unpaid leave for an entire pay period shall not receive the premium for that pay period.

DPH Internal Procedures

DPH Department Manager – to initiate a request

1. Reviews current program language access needs and current staff approved to receive bilingual pay. Managers may contact DPH HR Operations if they need a list of staff in their unit currently receiving the premium.
2. Completes the Request for Bilingual Designation Form and submits it to DPH HR Operations as indicated on the form.

DPH Department Manager – ongoing responsibilities

1. Will track all employees in their unit to ensure the number of staff receiving bilingual pay is necessary given the demand for the services in the unit and the staff receiving pay have been assigned.
2. Notifies DPH Human Resources-Payroll to discontinue pay to any employee deemed no longer eligible. Also notifies Human Resources-Operations so that HR staff can review the position to determine if a special condition needs to be removed or if any other action is needed.
3. Reviews the annual report provided by DPH HR and notifies DPH Human Resources-Operations and DPH Payroll if any employees should cease receiving bilingual pay due to a change in position or job duties.
4. Upon request, the Department Manager will audit the number of staff receiving bilingual pay and verify the continued need.

DPH Human Resources-Operations

1. Reviews the submitted Request for Bilingual Designation Form.
2. Reviews and approves or denies substantiation for bilingual pay by verifying regular use of the non-English language on the job and justification provided by requesting supervisor.
3. Requests may be denied.
4. Notifies the requesting Department as to approval or denial. If approved, submits the form to DPH Human Resources-Merit and provides the employee with instructions on how to contact the bilingual exams coordinator if the candidate was not previously tested.
5. Will notify DPH Human Resources-Payroll in writing, with appropriate documentation, when employees' job changes through promotion, transfer, reassignment, or demotion.

Employee

Makes appointment for examination.

DPH Human Resources-Merit

1. Administers the test. A passing score is required.
2. If the employee passes the bilingual examination and meets the criteria for receiving bilingual pay, DPH Human Resources-Merit completes the form and forwards it to DPH Human Resources-Payroll to authorize payment of bilingual pay.

3. If an employee fails the bilingual examination(s), please refer to the retest policy as indicated on the Request for Bilingual Designation Form. Notification is provided to the employee, DPH Human Resources-Operations and the supervisor.

DPH Human Resources-Payroll

1. Receives the approved form and implements the pay premium.
2. Review transactions and discontinues bilingual pay when an employee is no longer eligible for the bilingual pay premium.

DPH Human Resources

Distributes an annual report of employees receiving bilingual pay to each Division.

Employee(s)

1. Are required to utilize their bilingual skills as assigned and when requested during the course and scope of their duties. Employees who fail to utilize their bilingual skills when required will be deemed ineligible to receive the premium.
2. Are required to maintain acceptable proficiency in their designated non-English language.

Form Attached: Request for Bilingual Designation Form