

BILINGUAL VALIDATION/PAY REQUEST PROCEDURES

(Applies Only to Employees in SEIU, LIUNA, and Management, Confidential and Other Unrepresented Units)

Employees currently receiving bilingual pay will continue to receive their current rate of pay (\$.25 per hour for Class 1 or \$.50 per hour for Class 2 for all hours worked) as long as they continue in their current position and meet the former requirements for bilingual pay (Class 1: perform bilingual translation as a part of their job function and regular duties at least 10% of the time; Class 2: perform bilingual translation before an officially convened court, appeals board, commission or hearing body in addition to their regular duties, or assigned to a position designated as requiring bilingual skills 50% or more of the time) or until their position is designated by their department as requiring/desiring a higher level of bilingual skill.

Departments may now designate positions as bilingual positions and eligible for one of the new levels of bilingual compensation. To qualify for the new compensation, departments must verify that their position(s) require the use of a second language at least five times per week or once per day. Employees hired into these positions must have their bilingual skills certified to receive the new bilingual compensation.

Levels and Compensation:

- Level 1:** **Basic oral communication;** employees at this level perform bilingual translation
Compensation: \$.50 per hour worked

- Level 2:** **Task completion;** employees at this level perform bilingual translation, as well as written translation
Compensation: \$.75 per hour worked

- Level 3:** **Complex written translation, and medical and legal interpretation;** employees at this level perform complex verbal and written translation
Compensation: \$1.00 per hour worked

Payments will be prorated based on the hours worked.

Procedures:

To establish positions as eligible for one of the new bilingual levels, departments must designate a position as eligible for bilingual pay at either Level 1, 2 or 3 by completing the Bilingual Validation/Pay Request Form and sending it to their designated Human Resources Services Manager for approval.

Vacant Positions:

If the position is vacant, the Candidate Requisition Form (CRF) must be included to initiate the recruitment. Human Resources will conduct the recruitment, test applicants for bilingual skill level and other skills, and refer for hiring consideration only those applicants that pass the required tests.

Current Employees:

Qualified employees, whose positions are designated by their department as requiring/desiring bilingual skills, may test for the higher skill levels if required by their department. Departments requiring this must complete the Bilingual Validation/Pay Request Form indicating the employee to be tested, and send it to their designated Human Resources Services Manager. The Human Resources Testing Center will make arrangements for the testing and will notify the department and employee of the results. Employees will receive the new bilingual compensation at the beginning of the pay period following certification of the higher level skill.