

MANAGEMENT BILINGUAL SKILL PAY

PROGRAM OVERVIEW

An employee in units D, E, X and Y upon assignment by the Department Head, and/or approval of the County Administrative Officer and successfully passing a proficiency test, shall be eligible for bilingual pay in the amount of \$20 (twenty) dollars per pay period.

- A bilingual employee designation expires when the certified incumbent leaves the department in which the designation was made or upon termination of the designation by the department head.

PROCEDURES

DESIGNATING A POSITION AS ELIGIBLE FOR BILINGUAL PAY

A position may be designated as requiring bilingual skills when those skills are required to provide necessary service to the public.

1. Department Head completes and submits to County Administrative Officer “Departmental Approval of Bilingual Status For Units D, E, X and Y” form (form A.9.5) indicating the following:
 - Class Title of Position
 - Bargaining Unit
 - Incumbent
 - Department
 - Division
 - Justification.
2. County Administrative Officer or designee reviews “Request/Report of Departmental Approval of Bilingual Status” form, and upon concurrence, submits signed form to the requesting department’s Bilingual Test Administrator.
3. Bilingual Test Administrator will arrange a test date and time.
4. After the Bilingual Test Administrator completes the proficiency exam, he/she will forward copies of the pass/fail memo to the employee, Department Head, employee’s supervisor and departmental Personnel Analyst.

PROCESSING BILINGUAL SKILL PAY

1. Complete a Personnel Action Form (PA) that includes the following:

ADMINISTRATIVE PROCEDURE

A.9.5 (b)

- Personal Information (Section 100)
 - Department Information (Section 600)
 - Position and Salary Information (Section 700) including specific language to activate bilingual skill pay. Use code “17” under Section 700-12/15 Pay Premium Codes on the back of the PA (See attached PA sample)
 - In the remarks section, include the statement “Employee has passed the bilingual test. Please activate bilingual pay”.
 - Effective date is the beginning of the first pay period following successful completion of the bilingual examination.
2. Obtain necessary signatures from employee and department designee.
 3. Route Personnel Action Form to County Administrative Office, Attention Supervising Clerk.