

8.1 Bilingual Pay

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A. Procedure for Requesting Bilingual Pay Differential

1. Recommendations for bilingual pay differential shall be submitted by the department head to the Department of Human Resources and shall include:
  - a. Employee name and class;
  - b. A description of the bilingual duties to be performed, the second language to be utilized, purpose, nature and frequency of use; and,
  - c. Location of assignment
2. An employee may appeal the recommendation of the department head to the Director of Human Resources or his/her designee who shall evaluate the recommendation and approve or deny the request. The decision by the Director of Human Resources or his/her designee shall be final.

B. Bilingual Pay Differential Eligibility

1. A bilingual employee in a public contact position which involves regular and frequent use of bilingual skills shall be eligible to receive additional compensation.
2. Regular and frequent use means using bilingual skills on the average of once per workday and/or fifty percent (50%) of the time. Exceptions for unique circumstances may be made at the discretion of the department head with concurrence of the Director of Human Resources or his/her designee.
3. A bilingual employee assigned duties requiring use of bilingual skills (e.g. interpreter) may be eligible to receive additional compensation.
4. Bilingual pay differential shall be limited to permanent, probationary or limited term full-time employees.
5. The provision of this section shall not apply to supervisory positions with the exception of working supervisors who spend at least fifty percent (50%) of their time in direct contact with the public.
6. The compensable second language shall be limited to those required in the delivery of public services to the various target groups in the County (e.g. Spanish).

C. Bilingual Pay Differential Allowance

1. Designated employees shall be eligible to receive additional compensation at the rate of fifty-five dollars (\$55.00) per pay period (approximately \$1,430.00 per year).


Effective the beginning of the first pay period following October 21, 2022, or the first full pay period following the Board of Supervisors' adoption of the collective bargaining agreement, whichever is later, the additional compensation rate shall be seventy-five dollars (\$75.00) per period (approximately \$1,950.00 per year).

2. Such is effective on the first day of the pay period following certification by the Department of Human Resources that the employee is eligible to receive bilingual pay differential.

D. Termination of Bilingual Pay Differential


1. Bilingual pay differential shall cease when any of the following occurs:
  - a. The employee terminates employment with the County
  - b. The employee is released from County employment;
  - c. The position no longer requires bilingual skills;
  - d. The employee is assigned to a position not requiring bilingual skills.
2. An employee on leave-of-absence without pay during a pay period shall receive bilingual differential in proportion to the relationship the time worked during the pay period bears to eighty (80) hours.

COUNTY:

  
Charmie Junn

Date: 9/15/22

UNION:

  
Costa Kerestenzis

Date: 9.15.2022