



BILINGUAL PAY POLICY

1. **Introduction**

It is the policy of Washington County to compensate employees who have passed a bilingual proficiency test and are serving in positions designated by the Human Resources Division as bilingual. The rate of pay shall be based on a fixed amount.

2. **Scope**

This policy applies to non-represented employees. Employees occupying temporary positions are not eligible for bilingual incentive pay. Represented employees will be guided by the applicable collective bargaining agreement.

3. **Elements of the Policy**

**A. Definition of Designated Positions:** Positions designated as bilingual must meet the following criteria:

1. Public contact with regular and frequent use of bilingual skills. For the purpose of this policy, “regular and frequent use” is defined as at least 20% of available time;
2. Bilingual skills are necessary to provide services and essential to successful performance of official functions;
3. Bilingual skills are an essential element of job duties; and
4. Position performs in a setting where there is a demonstrated public need for the designation.

In the event that an incumbent moves to a position that is not designated as bilingual or if the bilingual designation of a position is removed, the bilingual pay will cease.

The bilingual requirements must be included in the appropriate classification specifications under “additional special requirements.”

**B. Procedures for requesting Bilingual Designation**

1. Departments shall request a bilingual designation review by submitting a completed Bilingual Differential Pay Form and providing a detailed written justification to the Human Resources Division. The justification should describe the need for the designation and the nature and frequency of bilingual duties.
2. The Human Resources Division may designate occupied positions as bilingual. However, the incumbent is required to pass the proficiency test for the designation to be effective.

3. Applicants or incumbents for a bilingual designated position must pass a bilingual proficiency test, in addition to any other job related test requirement to be eligible for bilingual pay.
4. In the case of a new or vacated position, the Department may request a certified list of eligible candidates for the appropriate classification. The list of eligible candidates will only contain the names of candidates who have successfully passed the bilingual proficiency test.
5. The Department may request that a bilingual designation be removed from a position and must provide justification to the Human Resources Division describing the reasons for the requested change.

### **C. Testing**

1. The methods used to test bilingual proficiency will be determined by the Human Resources Division based on skills required for the designated position.
2. Bilingual proficiency testing will be administered by the Human Resources Division to applicants or incumbents of a designated bilingual position. Testing may include a standardized written competency test and an oral examination.
3. Applicants must meet the required qualifications and pass all other required screening requirements for the designated position prior to taking bilingual proficiency test(s).
4. For positions that typically have a large applicant pool (such as Administrative Specialist II, Recruit, and Corrections Officer Trainee) the bilingual proficiency test(s) will be administered on an as needed basis when the individual recruitment requires bilingual skills.
5. Candidates for bilingual designated positions will not be included on a certified list of eligible candidates until they pass the bilingual proficiency test(s).
6. Candidates who fail the proficiency test(s) for bilingual positions may retake the test after six (6) months.

### **D. Compensation**

1. Full-time regular employees shall receive compensation at a flat rate of \$55 per pay period.
2. Part-time regular employees shall receive compensation in an amount proportionate to that of a full-time employee.
3. The amount will be pro-rated for any leave without pay status during the pay period.

### **E. Administration**

The Human Resources Division is responsible for administering the Bilingual Pay Policy, including approval of the bilingual position designations and proficiency testing and certification. The Human Resources Division responsibilities shall also include a periodic review and report on the number and location of positions designated as bilingual.



BILINGUAL DIFFERENTIAL PAY FORM

Please complete the required information below. Submit the completed form to the Human Resources Division for review and approval. Attach additional page detailing justification for the request to designate position as bilingual.

Position # \_\_\_\_\_ Classification Title: \_\_\_\_\_

Dept. /Division \_\_\_\_\_ Working Title \_\_\_\_\_

Employee Name \_\_\_\_\_ Employee # \_\_\_\_\_ Position # \_\_\_\_\_

***To assign bilingual designation, the position must meet all of the criteria listed below:***

- Public contact that require regular and frequent use (at least 20% of available time) of bilingual skills.
- Bilingual skills are necessary to provide service to the community and essential to the successful performance of the functions of the department.
- Bilingual skills are an essential element of the job duties for the position
- The position performs in a setting where there is a demonstrated public need for the designation.

Incumbent in a position designated as bilingual must possess the ability to converse in second language; to read English and translate in writing and orally into second language; to read and translate the second language in writing and orally into English; and write in second language. Some positions may require the ability to perform additional special translation and/or writing skills, including medical, legal, and/or other technical terminology, may require regular use of a non-English language in situations that are critical in a “life-and-death” sense and non-routine.

<b><i>Department Director</i></b>	<b><i>Human Resources Manager</i></b>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	<p>Approved:      Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>
<b>Bilingual designation (position control):</b> Add <input type="checkbox"/> Remove <input type="checkbox"/>	