

Distributed on September 28, 2022

**8.1 Bilingual Pay Differential**

**A. Eligibility**

1. Any bilingual person who has been assigned duties involving regular and frequent use of bilingual skills, shall be eligible to receive the additional compensation.
2. Regular and frequent use shall mean using the skill on the average of once per workday and/or fifty percent (50%) of the time. However, exceptions can be made at the discretion of the Department Head and concurrence of the Director of Human Resources or his/her designee for unique circumstances.
3. Any bilingual employee who has been assigned duties involving the use of bilingual skills (e.g., interpreter) may be eligible to receive the additional compensation provided in this Section.
4. The provisions of this Section shall be limited to permanent, probationary or limited-term full-time or part-time employees who are filling at least 50% of an allocated position. Eligible part-time employees will be reimbursed in proportion to the percentage of the time worked.
5. The compensable second languages shall be limited to those required in the delivery of public services to the various target groups within the County (e.g., Spanish, Tagalog).

**B. Bilingual Differential Allowance**

1. Designated employees shall be eligible to receive additional compensation at the rate of ~~\$65.00~~ **\$75.00** per pay period (approximately ~~\$1690~~**1950.00** per year).
2. Such compensation shall be effective the first day of the payroll period following certification by the Human Resources Department that the employee is eligible to receive the bilingual differential.

**C. Termination of Compensation**

The bilingual differential allowance shall cease when any of the following occurs:

1. The employee terminates his/her employment with the County.

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2. The employee is released from County employment.
3. The position is determined to no longer require bilingual skill.
4. The employee is assigned to a position not requiring the bilingual ability.
5. An employee who is on leave of absence without pay during a pay period shall receive the bilingual differential in proportion to the relationship the time worked during that pay period bears to eighty (80) hours.

**D. Procedures for Requesting the Bilingual Differential Allowance**

1. Recommendations for bilingual appointments shall be submitted by the Department Head to the Human Resources Department and shall include:
  - a. Name and class of each employee recommended for duties requiring bilingual skills.
  - b. A description of the bilingual duties to be performed by each employee in sufficient detail to indicate second language to be utilized, purpose, nature, and frequency of use.
  - 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 approve or deny the request. The Director of Human Resources or his/her designee's decision may be appealed to the Civil Service Commission.
3. The Director of Human Resources or his/her designee shall evaluate the recommendation and approve or deny the request.
4. A Department Head may appeal denial of the request by the Director of Human Resources or his/her designee to the Civil Service Commission, which shall make a final decision to approve or deny the request.