

	BILINGUAL PAY DIFFERENTIAL ALLOWANCE POLICY	Page 1 of 3
Original Issue Date: 04/08/18 (Employee Personnel Manual)	Last Reviewed:	Revision Number: 1

PURPOSE AND SCOPE

To establish guidelines, qualifications needed, and job positions authorized to receive additional compensation for bilingual proficiency.

The additional compensation is intended for job positions that require a substantial amount of bilingual communication as an essential function of the position and is not intended for job positions that may use bilingual skills on an incidental or occasional basis.

DEFINITIONS

American Sign Language - A system of hand gestures and their placement relative to the upper body, facial expressions, body postures, and finger spelling especially for communication by and with deaf people; A sign language that is used especially for communication by and with deaf people and is the formal sign language of the United States.

Bilingual: The ability to communicate, speak, and write English and either Spanish, Haitian Creole, or American Sign Language equally well.

Essential Function: The basic job duties that an employee must be able to perform, with or without reasonable accommodation.

Haitian Creole – A French-based creole language spoken by most Haitians.

Spanish - A language spoken in Spain and parts of North and South America.

APPLICABILITY

This policy applies to the following positions:

- Billing Clerk I/II
- Cash Operations Clerk I/II
- Cash Operations & Revenue Supervisor
- Building Code Official
- City Clerk
- Code Enforcement Official I/II
- Deputy City Clerk
- Engineering Technician
- Parks & Recreation Director
- Permit Technician I/II

	BILINGUAL PAY DIFFERENTIAL ALLOWANCE POLICY	Page 2 of 3
Original Issue Date: 04/08/18 (Employee Personnel Manual)	Last Reviewed:	Revision Number: 1

- Police Dispatcher
- Police Officer
- Recreation Coordinator

GENERAL GUIDELINES

When a vacancy occurs, a new position is established, or an occupied position meets criteria, a request for bilingual designation is sent to the Human Resources Administrator for approval by the City Manager.

Human Resources will oversee the bilingual proficiency exam and certify exam results.

Employees who are deemed certified will be compensated at the rate of \$83.33 per month. Employees who are deemed certified in more than one of the designated languages will be compensated at the rate of \$100.00 per month. If an employee does not meet the certification standards, they may test again one year from the initial test.

Certified employees receiving the bilingual pay differential allowance are expected to serve as a translator as the need arises, may be required to report to work during non-scheduled work hours, and will be expected to work during periods of a City emergency for response and recovery efforts.

Pay will be discontinued if the employee is reassigned to a different job position, the functions of the job position no longer meet the requirements, or if the employee does not maintain proficiency.

Designation of job positions and employees authorized to receive bilingual differential pay is the sole prerogative of the City Manager and is based on operational and staffing needs. The respective Appointing Authority may regulate the number of employees by position or quantity, depending on the City’s needs.

PUBLIC RECORDS

Any and all reimbursements to employees are public records and thus will be managed in compliance with applicable local, state and federal laws, regulations, and policies including the Delaware Freedom of Information Act (covering Open Meeting Law, Public Records Law), and Public Records retention schedules, Copyright Law and other applicable City policies.

VIOLATIONS

N/A

	BILINGUAL PAY DIFFERENTIAL ALLOWANCE POLICY	Page 3 of 3
Original Issue Date: 04/08/18 (Employee Personnel Manual)	Last Reviewed:	Revision Number: 1

If you have questions regarding appropriate use of this policy, please contact your supervisor, the Human Resources Administrator or your respective Appointing Authority.

Appointing Authority Signature

Date

I, _____, acknowledge that I have received and read a copy of this policy.

Employee Signature

Date