

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Bilingual Pay	Number: 22-57
	Effective Date: 10/17/2023
Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: Employees in a position requiring bilingual skills may be eligible to receive bilingual pay.

Applicable to: Employees covered under a bargaining agreement that provisions for a bilingual incentive.

Guidelines: The ability to speak a second language may be considered a critical business need in order to provide primary services to the public. When the use of bilingual skills has been determined to be an essential function in the day-to-day operations of a City department, Department Heads may submit a written request to the Human Resources Department for bilingual pay incentive, provided that position classification is covered under a bargaining agreement that provisions for a bilingual pay incentive.

Requests for positions considered for bilingual pay shall include:

- Title of position proposed for a bilingual pay incentive.
- Description of the bilingual duties being performed by each employee in sufficient detail to indicate the second language to be utilized, purpose, nature, and frequency of use.
- Location of work assignment.

Designation of bilingual pay shall occur with corresponding approval by the Human Resources Administrator.

Eligibility for Bilingual Pay

Bilingual pay is specific to the position and shall be based exclusively upon the operational needs of the department. An operational need for a bilingual pay incentive exists when a position is required to communicate in a language other than English with regularity.

According to the California Public Employee Retirement Law (PERL), retired annuitants cannot be paid any compensation or benefits which exceed the regular hourly rate of pay for their assigned position. Therefore, retired annuitants and temporary employees, who are hired through an employment agency, are not eligible for bilingual pay.

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All employees deemed eligible for bilingual pay must first successfully complete the required bilingual proficiency examinations. Bilingual proficiency examinations shall be administered as both oral and written examinations.

Upon approval of the proposed bilingual pay incentive by the HR Administrator, Human Resources shall schedule the designated employee and / or applicants for the bilingual proficiency examinations.

Bilingual Proficiency Examination

All bilingual proficiency examinations, methods, and/or vendors shall be approved by the Human Resources Department in advance of the testing. The Human Resources department will coordinate the bilingual proficiency examinations and the department of the employee shall be responsible for the fees associated with examination services.

If an employee fails the initial examination(s) and wishes to take the examination(s) again, the employee will be responsible for any fees associated with the re-testing and not the City.

Applicants for the City of Red Bluff employment who have continuously held a bilingual pay incentive in another government agency, without a break in service, may request to have proof of successful completion of the bilingual proficiency examination forwarded to the City of Red Bluff Human Resources Department. The HR Administrator, in consultation with the Department Head will review the proof of successful completion of the bilingual proficiency examinations before making a final determination of eligibility.

Employees who separate from City of Red Bluff service and become reappointed with a bilingual pay incentive may be required to retake the bilingual proficiency examination if a period of five or more years has passed since the initial bilingual proficiency examinations were conducted.

Compensation

Bilingual pay amounts are defined within each applicable memorandum of understanding.

Bilingual pay shall be effective the first day of the following pay period after the employee successfully completes and passes the required bilingual proficiency examinations.

Termination of Bilingual Pay

Bilingual pay shall discontinue if the functions of the position change and the position no longer requires interpretation or translation services, or the employee is appointed to an alternative position (either by assignment, transfer, classification change, reclassification, promotion, or demotion) which does not require interpretation or translation services.