

BILINGUAL PAY

- AUTHORITY:** Personnel and Salary Resolution (PSR)
Various Memoranda of Understanding (MOU)
- RESCINDS:** Procedure Manual Item 1-3-211, dated 09/08/08
- FORMS:** [County of Orange Bilingual Pay Authorization](#)
- PURPOSE:** To ensure the Probation Department's specific bilingual translation needs are met by establishing procedures for processing bilingual pay certification requests.

I. GENERAL INFORMATION

- A. The intent of the bilingual program is to increase our service to the minority communities by using/encouraging our ability to communicate in those languages represented in the community.
1. Employee must be assigned by the Division Director to speak or translate a language in addition to English.
 2. Where several employees are capable of speaking or translating a foreign language, directors will select only the number of employees for bilingual pay assignments that are considered essential in furthering the services of the Probation Department.
- B. As established by the Personnel and Salary Resolution, employees must regularly and frequently speak and/or translate a second language, i.e. once daily. However, regular and frequent assignments on a weekly basis may be considered as qualifying if approved by the Division Director.
- C. Employees meeting the above criteria will receive additional pay for all hours paid while assigned to the Bilingual Pay Program and not just the number of hours spent in speaking and/or translating the foreign language.
- D. Employees will not receive bilingual pay for Workers' Compensation supplement pay.

II. PROCEDURE

- A. Regular Bilingual Pay
1. Employees shall:
 - a. Obtain the Bilingual Pay Authorization form from the **Human Resource Services (HRS)**.

- b. After reading instructions, complete Option 4. Date and sign the form and submit through chain of command.

2. Supervisors shall:

- a. Evaluate the assignment requirements for bilingual skills and determine if the requirements include:
 - (1) Conducting official County business
 - (2) Assisting clients who possess limited or no English communication skills
 - (3) Translating County documents
- b. Determine if the employee meets bilingual eligibility by referring to guidelines in the appropriate Memorandum of Understanding. The employee must regularly and frequently speak and/or translate a second language.
- c. Verify the employee's ability to speak or translate the other language. Use of a currently competent bilingual employee for the verification process is recommended, but not required.
- d. Complete Part I of the Bilingual Pay Authorization form. Ensure the request is made in a timely manner. Retroactive pay will not be authorized.
- e. Refer the request through chain of command to the appropriate Manager.

3. Division Directors or designees shall:

- a. Review and sign Part I
- b. Forward to **HRS**.

4. The **HRS** Manager shall:

- a. Review the request. If approved, **HRS** will process the premium pay and file the request in the employee's Personnel File.

B. Exceptional Bilingual Pay

1. Employees shall:

- a. Obtain the Bilingual Pay Authorization form from **HRS**
- b. Complete the employee information in Option I and submit through chain of command

2. Supervisors shall:
 - a. Evaluate the assignment requirements for bilingual skills and determine if the requirements include:
 - (1) Conducting official County business
 - (2) Assisting clients who possess limited or no English communication skills
 - (3) Translating County documents
 - b. Determine if the employee meets exceptional bilingual eligibility by referring the guidelines in appropriate Memorandum of Understanding. In addition to regularly and frequently speaking and/or translating a second language, the bilingual skills must be essential to the performance of their duties.
 - c. Complete and sign Part I of the Bilingual Pay Authorization form.
 - d. Refer the request through chain of command to the appropriate **Manager**.
3. Division Directors or designees shall:
 - a. Review and sign Part I
 - b. **Complete** Option I
 - c. Forward to the **HRS** Manager
4. **The HRS** Manager shall:
 - a. Review the request. If approved, **HRS** will process the premium pay and file the request in the employee's Personnel File.
- C. If a certified employee transfers, reduces, or promotes to a new assignment, bilingual certification must be redetermined or bilingual pay will be discontinued.
- D. An employee in a bilingual assignment may request reassignment to a position that does not require bilingual certification if:
 1. The request shall be made in writing to the Chief Probation Officer.
 2. The Chief Probation Officer will consider the request according to:
 - a. Departmental need
 - b. Availability of a qualified replacement
 - c. Availability of another suitable assignment for requesting employee

- E. **HRS** will conduct an annual review of employees receiving bilingual pay to assess the appropriateness of continuing the premium pay based on current assignments.

REFERENCES:

Memorandum of Understanding: Administrative Management Unit, **MOU 2014-2019**
County General Unit, **MOU 2018-2019**
Office Services Unit, **MOU 2018-2019**
Probation Services Unit **2017**
Probation Supervisory Management Unit **2017**
Supervisory Management Unit, **MOU 2018-2019**

Procedure: None

Policy: None

D. Martinez

APPROVED: