

FROM (DEPT/ DIVISION): Human Resources

SUBJECT: Policy Approval

Background: The most recently labor negotiations with AFSCME Local 3742 necessitates a policy to define the steps required for Union members to seek approval and receive the bilingual english/spanish incentive.

Requested Action
Authorization to approve the Bilingual English/Spanish Policy 4.17

ATTACHMENTS:

Date: (08/23/2019) Submitted By: Jennifer Blake

*****For Internal Use Only*****

Checkoffs:

- (x) Dept. Heard (copy)
- (x) Human Resources (copy)
- (x) Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:
Jennifer Blake

Needed at Meeting:

Scheduled for meeting on: September 4, 2019

Action taken:

Follow-up:



UMATILLA COUNTY PERSONNEL POLICIES

<u>POLICY TITLE:</u>	Bilingual English/Spanish Incentive Pay
<u>POLICY NUMBER:</u>	4.17
<u>EFFECTIVE:</u>	July 1, 2019
<u>REVIEWED:</u>	2019

Employees eligible for this pay is limited to those covered by the AFSCME Local 3742 CBA.

Definition of Designated Positions:

Positions eligible to receive bilingual English/Spanish incentive pay must meet specific criteria, including:

1. Public contact with regular and frequent use of bilingual skills.
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.

Positions which already reflect that bilingual use is compensated by other means, including reduction in job duties, may not be eligible for incentive pay.

Procedures for requesting Bilingual Designation:

1. Department Heads shall request a bilingual designation review by submitting a completed Bilingual Differential Pay Form and providing a detailed written justification to the Human Resources. The justification should describe the need for the designation and the nature and frequency of bilingual duties.
2. The Human Resources 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 to be eligible for bilingual pay.
4. The Department Head may request that a bilingual designation be removed from a position and must provide justification to the Human Resources describing the reasons for the requested change.
5. All designations are subject to the approval of the Human Resources Director.

Testing:

Employees requesting bilingual English/Spanish incentive pay shall schedule and pass, at their time and expense, the following tests through Language Line Solutions.

General Positions:	Language Proficiency Interpreter Readiness Assessment
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Public Health	Bilingual Fluency Assessment Interpreter Skills Medical Certification
Human Services	Bilingual Fluency Assessment Bilingual Fluency Assessment for Clinicians Interpreter Skills
District Attorney	Language Proficiency Interpreter Readiness Assessment Court Certification

Tests and categories are subject to change.

If there is any question about which test category applies to a position, Human Resources will make the determination.

Compensation:

Compensation shall be based on successful completion of the Language Line Solutions testing modules appropriate for their department/roles within the County.

Employees who are determined to qualify for bilingual incentive pay as outlined above will receive 5% additional pay. Pay will begin the first of the month following receipt of the certificates of successful completion of the required tests to Human Resources. Employees are responsible for submitting these results.

BOARD OF COMMISSIONERS BY
GEORGE MURDOCK, CHAIR

DATE ADOPTED

BILINGUAL ENGLISH/SPANISH DIFFERENTIAL PAY FORM

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

Position _____

Department _____

Employee _____

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

- Public contact that require regular and frequent use 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.
- 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.
- Positions which already reflect that bilingual use is compensated by other means, including reduction in job duties, may not be eligible for incentive pay.

Incumbent in a position designated as bilingual must possess the ability to converse in English/Spanish as a second language; to read English and translate in writing and orally into Spanish; to read and translate Spanish in writing and orally into English; and write in Spanish. 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.

<i>Department Director</i>		<i>Human Resources Director</i>	
		Approved: Yes No	
_____ Signature	_____ Date	_____ Signature	_____ Date
Bilingual designation (<i>position control</i>):		Add	Remove