

**EASTERN MUNICIPAL WATER DISTRICT
HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES**



SECTION: Bilingual Pay	DATE: August 24, 1999	PREPARED BY: Angela Carman
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AUTHORITY

District's Memorandum of Understanding, Section 5.Q., Bilingual Differential Pay.

POLICY

Effective June 20, 1999, employees in positions designated bilingual by the General Manager or designee, that require, as a condition of employment, the performance of verbal and written bilingual skills, shall be entitled to Bilingual pay. Employees entitled to Bilingual pay shall be paid a rate established within the currently in effect Memorandum of Understanding. Designated languages include English and Spanish. A list of designated positions shall be maintained by the Human Resources and Risk Management Department.

PROCEDURE

Department heads seeking bilingual designation for one or more of their allocated positions may complete the attached justification form describing the reasons the position(s) requires, as a condition of employment, verbal and written bilingual skills. The following guidelines apply:

- A. Bilingual pay is for positions that require a substantial amount of bilingual translation as an essential duty of the position. An essential duty is defined as a core function of a position that forms the basis for establishing the position. It is not available for positions that may use bilingual skills on an incidental or occasional basis.
- B. Incumbents of positions designated under this policy are required to pass a verbal and written bilingual skills exam as a condition of employment. Incumbents may be tested periodically thereafter at their supervisor's request. Bilingual pay will not be available for any incumbent of a designated position unable to pass a verbal and written bilingual skills exam.
- C. Employees holding positions not designated as bilingual shall be relieved from performing bilingual duties exceeding 10% of their time.
- D. The effective date of the designation for a current incumbent will be the closest pay period following the date designation is approved unless an earlier date is established by the General Manager or designee.

AUTHORIZED SIGNATURES ON FILE