

Bilingual Program

334.1 PURPOSE AND SCOPE

The purpose of this policy is to establish departmental policies and procedures related to bilingual pay and the designation of positions as bilingual. This policy applies to all personnel.

334.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Memorandum of Understanding (MOU);
- Riverside County Ordinance No. 440.

334.3 POLICY

Bilingual pay provides additional compensation for hours worked by an employee who is expected to be readily available to communicate in a second language, uses the second language in the performance of his or her duties, or who assists other employees in language translation. As a voluntary agreement by an employee to provide bilingual service, an employee receiving bilingual pay is expected to translate and interpret in the performance of his or her duties and to assist other employees.

334.3.1 BILINGUAL PROGRAM ADMINISTRATION

The Bilingual Designee within the Probation Human Resources (HR) Division is responsible for the day-to-day management of the bilingual program. The Department HR Coordinator maintains oversight of the program as a whole.

334.4 SKILL LEVELS

The Riverside County Probation Department utilizes two of the three skill levels of bilingual translation.

334.4.1 LEVEL ONE

Level one requires that bilingual employees engage in basic oral communication in their second language. Level one bilingual pay rates are detailed in the Riverside County Ordinance 440 and/or applicable Memorandum of Understanding (MOU). It should be noted that bilingual pay is not paid for non-working hours, which include but are not limited to use of benefit time, holiday pay, and comp time.

334.4.2 LEVEL TWO

Level two requires that bilingual employees engage in basic oral communication and translation, as well as written translation, in their second language. Level two bilingual pay rates are detailed in the Riverside County Ordinance 440 and/or applicable MOU. Bilingual pay is not paid for non-working hours, which include but are not limited to use of benefit time, holiday pay, and comp time.

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334.5 BILINGUAL PERSONNEL DESIGNATION

Each Division Director or designee, with concurrence of their Chief Deputy Probation Officer, must identify the number of personnel to be designated as bilingual within their division. To increase or decrease the number of bilingual personnel, the Division Director or designee must communicate the need to their Chief Deputy, who will then provide written notification of the approved request to the Bilingual Designee. Once written notification has been made to the Bilingual Designee, the Division Director or designee is responsible for submission of all necessary paperwork as described below to the Bilingual Designee.

334.5.1 PERSONNEL DESIGNATION PROCEDURES

When adding, changing or removing a bilingual personnel designation, the Division Director or designee shall submit a Bilingual Validation/Pay Request Form (attached) to the Bilingual Designee. Additionally the Division Director or designee must submit an Organizational Chart Change form (OCCF) to the Bilingual Designee reflecting the requested change.

Once the Bilingual Designee receives both the Bilingual Validation/Pay Request Form and the OCCF, they will verify the information on both forms and address any issues, questions or concerns with the submitting party.

The Bilingual Designee will submit the completed Bilingual/Validation Pay Request Form to the Department HR Coordinator and the Probation Human Resources Assistant Division Director or designee for approval. Following approval of the form, the Bilingual Designee will submit it to County HR for processing.

334.6 BILINGUAL PERSONNEL WAIVER

Employees who are currently receiving bilingual pay, but have not tested for level one or two, shall be permitted to retain their bilingual pay as long as they remain in their present PCN. Upon transfer to a new PCN, the employee must submit to and pass bilingual testing to retain their bilingual status; if the employee fails the bilingual test, the bilingual pay will be cancelled.

Employees currently receiving bilingual pay may voluntarily submit to level one or level two testing. If the employee passes, their bilingual pay shall increase to that designated for their level. If the employee fails, their bilingual status shall be cancelled.

334.7 BILINGUAL TESTING

Once an employee is approved for bilingual designation by County HR, if testing is required, County HR will forward the testing link to the Bilingual Designee. The Bilingual Designee will then notify the employee and schedule a test date.

Once test results have been received by County HR, they will notify the Bilingual Designee and the employee of the test results. The Bilingual Designee will then notify their supervisor, the division's Chief Deputy, Division Director, and Secretary.

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Employees who pass bilingual testing shall receive bilingual pay within two to three pay periods from the date(s) listed on their Bilingual Designation/Validation Request form as allowed per this policy.

334.8 BILINGUAL PROGRAM AUTHORIZATION OVERSIGHT

All bilingual pay authorization is subject to annual review by the Department HR Coordinator or designee to determine if the need and use of the skill continues for each approved employee.

Date(s) revised:

06/13/2016

09/17/1996

Created: 07/01/1986

Attachments:

1. [Bilingual/Validation Pay Request Form](#)

BILINGUAL VALIDATION/PAY REQUEST FORM

FROM: _____ PHONE: _____ DATE: _____

Complete this form to validate an employee as bilingual and request Bilingual Pay. This form can also be used to cancel an employee's bilingual pay. Send this completed form to the appropriate Human Resources Services Manager upon completion.

Please note that in order for an employee to be eligible to receive bilingual compensation, the bilingual skills must be required to perform the essential duties of a job, at least once a day or five times per week either verbally or in writing.

Section I: Employee Information

Employee Name: _____ Employee ID#: _____

Position Number: _____ Job Title: _____

Department Name: _____ Second Language Required: _____

Bilingual Pay Request			TAP Employee							
New	<input type="checkbox"/>	Change	<input type="checkbox"/>	Cancel	<input type="checkbox"/>	If cancelling proceed to Section IV	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Validate Employee as Bilingual (Check Level Required)

<input type="checkbox"/>	Level 1 (BC1): Employee communicates verbally in a second language as a requirement of their position.
<input type="checkbox"/>	Level 2 (BC2): Employee communicates both verbally and in writing in a second language as a requirement of the position.
<input type="checkbox"/>	Level 3 (BC3): Employee communicates complex technical, medical, AND legal information in a second Language.

Section II: Justification

Please provide a detailed explanation for bilingual compensation. Explanation must include: Type of translation being used (verbal or written), essential duties requiring bilingual skills, and the frequency in which the use of a second language is required.

Section III: HR Testing Representative

Name: _____		Date Tested: _____
Passed Exam at Level Requested: <input type="checkbox"/>	Effective Date: _____ <small>Must be a beginning of a pay period or date of hire if hired from a bilingual list. Cannot precede date tested.</small>	Failed Exam: <input type="checkbox"/> <small>Return form to Department.</small>

Section IV: Department/Service Team Approval

I certify that this position requires bilingual skills and meets the required conditions set forth in the applicable MOU or Management Resolution.

Manager's Signature/Designee: _____ Date: _____

Additional Department Review (If required): _____ Date: _____

Department Head Signature/Designee: _____ Date: _____

HR Services Manager's Printed Name: _____ Date: _____

HR Services Manager's Signature: _____ Date: _____

Forward original to ACO Payroll for Processing

Section V: ACO Payroll Action

Pay Period Processed: _____	Processed By: _____
Retro Pay Processed: Yes <input type="checkbox"/>	Not Applicable <input type="checkbox"/>