

 <b>Category:</b> Human Resources  <b>Policy applicable for:</b> Classified and Unclassified Employees	<b>Policy Title:</b> <b>Bilingual Pay Supplement</b>  <b>Effective Date:</b> 07/01/2015  <b>Prior Effective Date:</b> 08/2005	<b>Policy Number:</b> <b>14.09</b>  <b>Policy Owner:</b> Sr. VP for Administration and Finance <b>Responsible Office(s):</b> Human Resources Compensation
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## Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding bilingual pay supplement.

## Policy

1. If a classified position requires an employee to speak or write a language other than English, a special pay supplement may be granted.
2. The bilingual pay supplement is granted in the amount of five percent of the base rate of pay for each foreign language required and remains in effect as long as the bilingual requirement exists.
1. A bilingual pay supplement shall be paid only for hours worked, excluding vacation, sick leave, and compensatory time off.

## Procedure

1. The department must submit a letter to the Compensation Department describing the need for the bilingual pay supplement.
2. The Compensation Department will review the request and notify the department, in writing, of the decision.
3. The department must submit a Personnel Change Request (PCR) to reflect the pay supplement and a copy of the Compensation Department's approval letter to Human Resources.