

CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES

Section B: **CLASSIFICATION AND COMPENSATION**
No.10: **Language Pay**
Revised and Approved: **1/23/20**

1.0 Purpose:

- 1.1 This policy provides guidelines regarding oral and/or written language pay for employees whose job duties require the routine use of specific bilingual skills which add value to City-related business through communication with our customers.

2.0 Scope:

- 2.1 This policy applies to full time employees only.

3.0 Policy and Procedures:

- 3.1 Human Resources shall review requests for eligibility and monitor the overall administration of the policy.
- 3.2 The Language Pay Request Form is available on Raving Fans (Raving Fans > Human Resources > Employee Services > Translation Services).
- 3.3 Managers should review requests prior to submitting to Human Resources to ensure the employee:
 - a. Qualifies for the pay under this policy;
 - b. Determine who in their department and divisions is already receiving written and/or oral pay;
 - c. Limits written pay to one per division, unless approval is received through the city manager's office based upon needs/demands of this service in the department.
- 3.4 Language Pay may only be considered if:
 - a. A Language Pay Request Form is completed and submitted to the director;
 - b. The Director supports the request and forwards to Human Resources for testing;
 - c. The employee uses bilingual skills routinely and frequently in the course and scope of employment for business purposes to assist customers;
- 3.5 Employees are not eligible for language pay simply because they are bilingual and may assist customers on an occasional or non-routine basis.
- 3.6 Employees authorized to test based on the Pay Request form must demonstrate the required verbal and/or written proficiency level in languages other than English through testing administered by Human Resources in order to receive the pay.
- 3.7 Once the proficiency test is passed, pay will be added to the pay period following the test date and the department will be notified to submit an ESR to Human Resources for processing.
- 3.8 Language Pay may be discontinued at any time if:
 - a. skills are not being used on a routine basis for city-related duties;
 - b. The employee moves to a different position and translation services are not justified or needed in that role;
 - c. budget is no longer available to fund the pay;
 - d. Any other reason as deemed necessary by the city.
- 3.9 Employees authorized to receive written translation pay must remain available and participate in the translation of materials for their or other city departments as requested. Should they be unavailable to translate written materials when needed and within reasonable timeframes, they will be removed from eligibility for written translation pay.

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- 3.10 Human Resources will coordinate with the City Manager's Office to obtain final approval for language pay testing.
- 3.11 Additional languages other than Spanish (including American Sign Language) will be considered on a case-by-case basis upon recommendation of the Department Manager.
- 3.12 Language Pay is authorized for one language proficiency. If the employee qualifies for additional languages, the amount remains set and shall not be paid "per language":
 - a. Oral: \$46.15 per check
 - b. Oral and Written: \$69.23 per check.
- 3.13 The City will pay for an employee's first language certification test. The employee must pay the cost of any subsequent attempts to be certified.

4.0 Appendix: None