

CITY OF EUREKA

Category: HUMAN RESOURCES

POLICIES & PROCEDURES

Subject: BILINGUAL PAY

Date Adopted: March 18, 2025

File Number: 3.16

## **POLICY**

It is the policy of the City of Eureka to compensate employees who have met necessary eligibility requirements a bilingual pay incentive for approved languages that best align with the needs of the local public.

Based on the City's demographics, census data, and historical utilization data for translation and interpretation services the approved languages that are eligible for bilingual pay are Spanish and Hmong.

### Eligibility Requirements

- Must fluently speak an approved bilingual pay language.
- Must be a Regular full-time or Regular part-time employee who has successfully completed probation.
- Must receive all necessary approvals as described in "Procedure" Section below.
- Must pass an approved City selected proficiency examination that includes a verbal and/or written component. Employees may opt to take the verbal exam, written exam or both.
- Must be placed on the Interpreter List and be willing to provide interpretation assistance when contacted.

## **PROCEDURE**

### Qualification:

- Employee and their direct supervisor complete the Bilingual Interpreter Request form and submit to their Department Director for review and authorization;
- Request is forwarded to Human Resources for review and approval;
- If approved, Human Resources coordinates the scheduling and administration of the desired proficiency examination(s) for the employee, utilizing a third-party testing service.
- After successful completion of the exam(s), Bilingual pay will commence on the first pay period following HR receipt of exam certification.

### Bilingual Pay Structure

1. Bilingual Pay: Employees who are willing to field calls for translation assistance (conversational) will be eligible for a stipend of \$50 per pay period. This stipend is contingent upon the employee's agreement to respond to and assist with translation needs as they arise during their regular work schedule.
2. Regular Translation Assignment – Division Primary: One (1) employee per division may be designated to receive a bilingual pay stipend of \$200 per pay period

based on the frequency of bilingual translation assistance they are required to perform in their normal and routine course of work. To qualify for this stipend, the employee's regular work assignment must demonstrate an ongoing and regular need for translation assistance. A Regular Translation Assignment request must be initiated by the division supervisor/manager and authorized by the Department Director, Human Resources, and the City Manager.

### Requesting Interpretation Assistance

Bilingual employees on the Interpreters List may be asked to provide interpretation assistance when the need arises. This does not apply strictly to the bilingual employees' own department or division. For example, a bilingual interpreter in the Engineering Division may be asked to assist if a Hmong or Spanish speaking customer in the Recreation Division if needed. In divisions with an employee assigned to a Regular Translation Appointment (RTA), they will be the primary contact for interpretation assistance needed in that division. When an RTA/Division Primary is unassigned or unknown, employees/departments may contact the Human Resources Department to be connected to a bilingual employee on the Interpreters List for assistance.

### Administration

The City may require employees to keep a log demonstrating that bilingual skills are being utilized, and may require employee to periodically retest for proficiency at the discretion of the Department Director or Human Resources Director.

Bilingual employees on the Interpreters List will be contacted on a rotational basis and frequency of contact will be monitored to ensure the equitable distribution of requests for interpretation assistance to the greatest extent possible.

This policy applies only to Regular Full-Time and Regular Part-Time employees, and does not apply to temporary, seasonal or extra help positions.

The Bilingual Pay Stipend is subject to CalPERS and is also included in calculating the regular rate of overtime pay per the FLSA.

## **DEVELOPMENT**

The City encourages and supports educational and training programs which provide the opportunity for personal career development, and directly benefit the City. This includes increasing competencies of staff including learning a language that allows communication with Eureka's citizens who may speak another language. City employees are encouraged to take advantage of The City's Educational Reimbursement Program to take a language course on their own time in order to become fluent in an approved language and become eligible for Bilingual Pay.