

Section: Bilingual Skills/Additional Language Pay

Adoption Date: 8/15/19

Revision Date:

Sponsoring Unit/Department: Human Resources

Bilingual Skills/Additional Language Pay

A bilingual employee who is in a position that requires regular interaction with the public, students, or other customers in another language may be eligible for additional language pay. Approval requires both the technical skills of the position and the bilingual skills (i.e., oral and written skills in a language other than English, including Sign Language).

Selection/Compensation

- An Administrator identifies the need and submits a request to Human Resources for approval. As an alternative, an employee may initiate a request through their supervisor.
- Employees may be approved for additional language pay once they successfully pass a fluency assessment administered by Human Resources.
- Additional language pay compensation is provided per pay period at the rate determined by Human Resources.