

The purpose of the bilingual pay incentive is to compensate employees who have passed a bilingual proficiency test and are serving in positions designated by the Human Resources (HR) Department as bilingual. This policy applies to all City of McMinnville employees; represented employees will be guided by the applicable collective bargaining agreement.

Positions designated as bilingual must meet the following criteria:

- The position requires regular use of bilingual skills.
- The position performs in a setting where there is a demonstrated need for the designation.
- The requirement is included in the job description.

In the event an employee transfers to a position that is not designated as bilingual, or if the bilingual designation of the position is removed, the bilingual pay will cease.

Procedures of requesting bilingual designation for the position:

- Departments shall request a bilingual designation by providing written justification to HR. The justification should describe the need and the nature and frequency of bilingual duties.
- HR may designate occupied positions as bilingual, even if the incumbent does not have bilingual skills.
- Applicants or incumbents for a bilingual designated position must pass a bilingual proficiency test to be eligible for bilingual incentive pay.
- Departments may request a bilingual designation be removed from a position by providing written justification of requested change.

Testing:

- Testing for bilingual proficiency will be conducted by Language Line Solutions, which has five levels of language proficiency based on testing.
- Departments should notify HR when testing is needed.
 - Initial tests for bilingual proficiency may be administered at any point in the recruitment process or during the course of employment.
- After testing, if an employee is dissatisfied with their score or believes it does not accurately reflect their bilingual proficiency, they may request to retake the test after 90 days
 - Test retakes must be approved by HR
- Employees receiving bilingual certification pay are required to retest every two (2) years to demonstrate continued proficiency

Compensation:

- Employees who work during the pay period will receive compensation at the following rates:
 - 3% of base salary - Testing at level 2 (low intermediate)
 - 4% of base salary - Testing at level 3 (high intermediate)
 - 5% of base salary - Testing at level 4 (advanced) or 5 (educated professional)
- Bilingual incentive pay will be effective the beginning of the pay period following completion of testing.
- The incentive pay will be prorated for any leave without pay status during the pay period.

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