

City of Hesperia



BILINGUAL INCENTIVE PROGRAM

1.0 Purpose

This bilingual incentive program is designed to enhance the efficiency and effectiveness of communication by compensating designated eligible employees who utilize bilingual or sign language skills during the performance of their normal course of work, and who have successfully passed a certifiable assessment for an identified foreign language or sign language.

2.0 Definitions

The following serves as clarification:

Eligible Employee – An active, full-time, non-probationary employee, who has successfully passed the pre-identified foreign language or sign language assessment.

Identified Foreign Language or Sign Language – A non-English pre-identified, verbal or sign language, recommended by the employee's Department Head and approved by the City Manager and Deputy Human Resources/Risk Management Director. The pre-identified foreign or sign language may be based on communication needs with the general public.

Foreign Language Assessment – Evaluates the ability and/or level of knowledge of a pre-identified foreign language. The foreign language assessment may include reading and listening comprehension, grammar, and vocabulary.

Reading Comprehension Assessment – Evaluates the ability and/or level of knowledge used to understand written material of the pre-identified foreign language.

Listening Comprehension and Verbal Communication Assessment – Evaluates the ability and/or level of knowledge used to understand, comprehend, converse and articulate in the pre-identified foreign language.

Grammar Assessment – Evaluates the correct sentence structure and word usage of the pre-identified foreign language.

Vocabulary Assessment - Evaluates the depth of word knowledge of the pre-identified foreign language.

Sign Language Assessment - Evaluates the ability and/or level of knowledge used to identify and interpret hand gestures associated with American Sign Language. The sign language assessment will evaluate receptive skills in American Sign Language and determine the ability to understand signs effectively.

3.0 Procedure

Eligible employees who desire to participate in the Bilingual Incentive Program must be pre-approved and recommended by their Department Head for consideration. Each designated, eligible employee must successfully pass the foreign language or sign language assessment, to be considered for participation in the Bilingual Incentive Program. Based on current need, each active participant in this program may be eligible to receive compensation limited to the adopted monthly amount, and according to current and regular City pay periods throughout the year. Employees are not eligible to receive additional compensation for speaking multiple foreign languages and/or sign language. Employees on extended paid or unpaid leave will not be able to participate until such time that they resume their active job assignment with the City and upon meeting prescribed guidelines of this policy.

In order to be considered, the Department Head must submit a Foreign Language/Sign Language Assessment Request form to Human Resources/Risk Management Division for processing. Following approval, Human Resources/Risk Management staff will make the necessary arrangements for the foreign language or sign language assessment during regular work hours.

Human Resources/Risk Management staff will schedule all assessments, notify each Department Head of their employee's final assessment results and prepare all necessary Personnel Action Forms (PAF) accordingly. The effective date for salary adjustment will be the first day of the pay period following the successful completion of the foreign language or sign language assessment.

Any employee who is unsuccessful with the pre-identified foreign language or sign language assessment may be allowed to retest after a ninety (90) day waiting period and subsequent Department Head approval.

Foreign language or sign language compensation may be discontinued if deemed that the employee's participation is no longer necessary and/or authorized by the Department Head; if the employee has voluntarily withdrawn from the Bilingual Incentive Program; or if employee has been transferred, promoted, or demoted to a position that no longer necessitates the usage of the pre-identified foreign language or sign language.

NOTE: Regardless of an employee participation in the Bilingual Incentive Program, all employees having bilingual or sign language capability shall be expected to reasonably respond to foreign language or sign language inquiries directed to them in their capacity as a City employee. Employees who are authorized to participate in this Program may be required to participate in standby and/or call-back during non-working hours.

4.0 Responsibility Assignments

Department Head

Responsible for determining the need for a pre-designated foreign language.

Responsible for determining the need to pre-designate an eligible employee to participate with the required assessment according to the Program.

Prepare and forward the Foreign Language/Sign Language Request form to the Human Resources/Risk Management Division for employee consideration and processing.

Responsible for the enforcement and/or resolution of concerns regarding the Bilingual Incentive Program as outlined by this document.

Deputy Human Resources/Risk Management Director

Responsible for reviewing Foreign Language/Sign Language Request form and determining whether request meets adopted prescribed criteria.

Responsible for the processing of Foreign Language/Sign Language Request form with recommendation to the City Manager.

Responsible for notifying Department Head of the City Manager's decision.

Directs Human Resources/Risk Management staff to arrange foreign language or sign language assessment, in accordance with pre-determined needs, and submits assessment notification results.

Directs Human Resources/Risk Management staff to prepare PAF in accordance with final authorization and positive assessment results; and/or department's needs, including employee decertification.

Assistant City Manager/
Management Services

Responsible for providing recommendations to the City Manager related to the program on an organizational-wide basis, including specific foreign language or sign language needs and/or potential breach of the program.

City Manager

Responsible for approving or disapproving Foreign Language/Sign Language Requests.

Responsible for the implementation and adherence of adopted program and adjudicating instances of potential breach of the program.

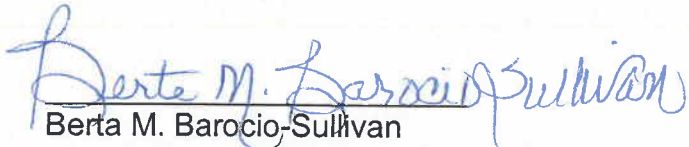
Employee

Review and adhere to the Bilingual Incentive Program.

5.0 Exhibits

1. Employee Acknowledgement of Receipt of Bilingual Incentive Program
2. Foreign Language/Sign Language Assessment Request Form

Reviewed and Recommended for Approval by:




Berta M. Barocio-Sullivan
Deputy Human Resources/ Risk Management Director



Brian D. Johnson
Assistant City Manager - Management Services

Approved by:



Mike Podegracz
City Manager

**CITY OF HESPERIA
HUMAN RESOURCES/RISK MANAGEMENT DIVISION**

Acknowledgment of Receipt of Bilingual Incentive Program

Employee Name (Print) _____ Date _____

Signature _____

Copy: Employee Original: Personnel File

FOREIGN LANGUAGE/SIGN LANGUAGE ASSESSMENT REQUEST FORM

The Bilingual Incentive Program is designed to enhance the efficiency and effectiveness of communication by compensating designated eligible employees who utilize bilingual or sign language skills during the performance of their normal course of work and who have successfully passed a certifiable assessment for an identified foreign language or sign language.

Employee Name: _____ Job Title/Department: _____

Requested Foreign Language: _____ Sign Language: Yes No

Does employee utilize identified foreign or sign language during his/her normal course of assigned work? Yes No

If yes, please provide example(s) whereby identified language assists employee in the performance of assigned job:

Department Head Signature

Date Submitted

Department Head must submit this completed form to the Human Resources/Risk Management Division. Human Resources/Risk Management staff will contact the eligible employee and make arrangements for foreign or sign language assessment during regular work hours. All final assessment notification results will be made by the Human Resources/Risk Management Division to Department Head in writing.

Approved Disapproved _____ Deputy HR/RM Director Signature _____
DATE
 Approved Disapproved _____ Assistant City Manager- MS Signature _____
DATE
 Approved Disapproved _____ City Manager Signature _____
DATE

FOR HUMAN RESOURCES/RISK MANAGEMENT DIVISION USE ONLY

Date of Test: _____ PASSED FAILED Eligible for Retake on this date: _____
(After ninety (90) days of 1st test)
Date of Test: _____ PASSED FAILED
Comments: _____