



Date: 06/12/07

## Bilingual Testing and Certification

---

### I. Purpose

This policy defines the bilingual proficiency testing and certification policy for eligible City employees; establishes the requirement that all City employees must be tested and certified as bilingual proficient prior to receiving any special compensation for bilingual skills; and, outlines the procedures that Human Resources will utilize to test and certify employees as bilingual.

### II. Policy

Eligible employees as defined in his or her Memorandum of Understanding or Compensation Plan who wish to receive special compensation for bilingual skills shall obtain advance certification from his or her Department Director that the bilingual skills are needed and be tested and certified as bilingual proficient.

Each Department Director is responsible for certifying that the employee's bilingual skills are needed for departmental operations or the enhancement of City operational needs.

Employees shall be tested and certified for bilingual proficiency by Human Resources before receiving special compensation for bilingual skills.

Human Resources shall offer employees bilingual proficiency testing annually during the month of May or as deemed necessary.

Human Resources shall post all relevant and appropriate testing information thirty (30) days in advance of the testing date.

Employees shall be notified of his or her test results and proficiency level by Human Resources.

If requested, employees shall be provided with information about his or her performance on the test.

### III. Employee Responsibilities

At least ten (10) days prior to the established bilingual test date a City employee shall submit a completed Bilingual Proficiency and Certification form to Human Resources.

1. A City employee completes the Bilingual Proficiency and Certification form and submit the form to his or her Department Director for approval.

2. The Department Director indicates his or her approval.
3. The Department Director forwards the approved form to Human Resources.
4. Human Resources shall notify the employee of his or her test time.

**IV. Testing Method and Procedures**

Human Resources will coordinate the testing method and procedure in accordance with professional testing standards.

Human Resources shall post all relevant and appropriate testing information, including test location and date, for a period of no less than thirty (30) days prior to the testing date.

Eligible employees will be noticed as to his or her individual testing time no less than five (5) days prior to the testing date and time.

An employee's bilingual proficiency shall be determined by the test. An employee attaining a 70% score or above of the high level proficiency or verbally fluent qualifies for the bilingual special compensation amount of \$200.00 per month. An employee obtaining a 70% score or above of the acceptable level proficiency or conversational qualifies for the bilingual special compensation amount of \$100.00 per month.

**V. Notification Results**

Employees shall be notified of his or her test results and and/or proficiency within five (5) days of Human Resources receiving the results.

Approved:



Michael A. Bierman, City Manager

JUN 22 2007

Date

Established: 06/01/05

Revised: 06/12/07