



BILINGUAL PAY REQUEST

Department Directors may request certain eligible members receive bilingual pay, designating the skill as essential to the department's operations. A member shall be certified by the City as possessing the skills necessary to communicate effectively with the public in English and a second language to conduct City business.

The Bilingual Pay Request form must be submitted to Human Resources and approved before a bilingual competency test is administered.

A Personnel Action Form (PAF) is required to be submitted with this form – forms must be filled out completely. If a PAF is not submitted or if the form is incomplete, it will be returned to the Department.

The following employee is nominated for bilingual pay, in accordance with City of Oxnard Personnel Rules and Regulations Policy No. 9.13 – Bilingual Pay:

Print Employee Name _____
Employee Number

Job Classification / Working Title _____
Department

_____ # of employees currently receiving Bilingual Pay in the department/division

Please Note: The total number of positions for which bilingual pay will be approved shall generally be limited to two positions per division.

Employee Criteria *(The following criteria shall be used in evaluating a bilingual pay request)*

- The employee's assigned position must involve regular and frequent use of bilingual skills in oral communication. Regular and frequent means using the skill on the average of at least once per workday. An employee who has bilingual skills is not automatically entitled to bilingual pay. The employee must be fluent in English and Spanish.
- An exception may be considered for divisions where bilingual services must be provided beyond the customary eight-hour workday or five-day workweek.

Check One

- Level I** – Written and/or Conversational Bilingual
- Level II** – Advanced plus competency, Oral and Written Bilingual Translation
- Level III** – Superior competency, Oral and Written Bilingual Translation
(applicable to SEIU & IUOE employees only)

Note: Employees who are receiving bilingual pay will be required to recertify every three years.

Pursuant to the above policy, this employee's assignments require the use of the designated bilingual ability in the performance of official duties as follows: **(Required)**

Department Director (Print)

Department Director (Signature)

Date

HUMAN RESOURCES DEPARTMENT – INTERNAL USE ONLY

Approved

Denied

Review Completed by: _____

Initials / Date

Human Resources Director Signature

Date