

APPENDIX 13

Napa County Request for Bilingual Pay,
Instructions, and MH Division Staff
Receiving Bilingual Pay Stipends



A Tradition of Stewardship
A Commitment to Service

Request for Bilingual Pay

Employee ID # _____

Department: _____	Budget Number: _____	Date: _____
Employee: _____	Employee's Classification: _____	
Employee's Work Location: _____	New Employee's Start Date: _____	
Full-Time: <input type="checkbox"/>	Part-Time: <input type="checkbox"/>	
Position Control #: _____	Manager/Supervisor: _____	
Manager/Supervisor Title: _____	Telephone Number: _____	
Date Bilingual Assignment Begins: _____		

Check the level of bilingual skills that are required by the position.

If an employee fails to appear, cancels or reschedules their exam time, bilingual pay becomes effective for the pay period following completion and passing of the test.

LEVEL I:

Ability and job-related need to: converse in the second language and to read English and translate orally into the second language.

Second Language: _____

Percentage of time bilingual skills are required: _____

Examples of the use of bilingual skills on the job, please provide full details: _____

LEVEL II:

Ability and job-related need to: converse in the second language; read English and translate orally into the second language; read the second language and translate orally into English and write in the second language. (i.e. report, letters, handouts, application writing). To be eligible for Level II, the employee must also pass the level I test.

Second Language: _____

Percentage of time bilingual skills are required: _____

Examples of the use of bilingual skills on the job, please provide full details: _____

BILINGUAL PAY/ EXAMINATIONS

As you all know hopefully by now; the recently ratified agreement between the County and the Napa Association of Public Employees (SEIU 1021) called for the implementation of a two-tier bilingual pay plan. For each of the level HR will administer the examinations. Level I candidates will receive an oral examination and Level II will receive a written examination.

The two tiers are defined as follows:

Level 1 (\$40.00 biweekly)

The ability and job-related need to converse in the second language and to read English and translate orally into the second language.

Level II (\$60.00 biweekly)

The ability and job-related need to converse in the second language and to read English and translate orally into the second language, read the second language and translate orally into English, and to write in the second language.

Q&A

How to request bilingual pay?

The forms are found on [Chardonnay>Employee Resources>Human Resources>Resources for Managers and Supervisors>Bilingual Pay>Request for Bilingual Pay.](#)

Please complete all needed information.

**If you are requesting Level II and the employee is not currently receiving Level I they will be tested for both levels.*

When and where are the examinations given?

Examinations are given once per month for each in the downtown HR conference room. After HR receive the Request for Bilingual Pay, the employee and the HR Liaison will be notified for the date and time of the examination. The examinations are ordered from CPS, with an order date of two weeks prior to testing (the sooner I receive the information the better).

What about the results and payment?

HR will notify the employee and the HR Liaison of the disposition of the examination. **NO MORE ePARS**. HR will be responsible for notifying payroll of any changes.

What about Re-Testing?

An employee who fails a bilingual examination must wait until the following period before repeating the test:

- A. First time unsuccessful candidate must wait three months from the date last tested.
- B. Second or more times unsuccessful candidates must wait six months from the date last tested.

HR will track and notify the employee and HR Liaison of the retest date and time. An information grid is sent to the HR Liaison and Payroll.

If you have any other questions please call: Phyllis DeRosans @ 8788

Bilingual MH Division Staff with Bilingual Pay

Employee ID	Level I or II	Annual Stipend
00000881	II	\$ 1,920.00
00002020	II	\$ 1,920.00
00002015	II	\$ 1,920.00
00001977	II	\$ 1,920.00
00002533	I	\$ 1,440.00
00001976	II	\$ 1,920.00
00000894	II	\$ 1,920.00
00001978	II	\$ 1,920.00
00002071	II	\$ 1,920.00
00002502	II	\$ 1,920.00
00002055	II	\$ 1,920.00
00002021	II	\$ 1,920.00
00002542	II	\$ 1,920.00
00002435	II	\$ 1,920.00
00001287	II	\$ 1,920.00
00002402	II	\$ 1,920.00
00002320	II	\$ 1,920.00
00002438	II	\$ 1,920.00
00001367	II	\$ 1,920.00
00002404	II	\$ 1,920.00
00002534	II	\$ 1,920.00
00001489	II	\$ 1,920.00
00001975	II	\$ 1,920.00