

CITY OF WACO

A. Statement of Purpose

To establish a bilingual pay program to compensate employees whose position may require the use of Spanish bilingual skills.

B. General Policy

1. Non-Civil Service Employees

- a) It is the City's policy to pay bilingual pay to a limited number of employees who have bilingual skills. To be eligible for consideration, employees must be in a position in which they use their bilingual skills in the normal course and scope of their employment with the City.
- b) As established by the City Manager, each department is allotted a maximum number of positions that are eligible to receive bilingual pay. Employees hired into the allotted positions, who demonstrate the required level of oral proficiency through the authorized testing entity of the City, will be eligible for bilingual pay.
- c) Eligible full-time regular employees will receive \$75.00 of additional pay each month, paid bi-weekly.
- d) Eligible part-time regular employees will receive \$37.50 of additional pay each month, paid bi-weekly.
- e) Bilingual pay stops when an employee goes on extended leave of absence without pay. Bilingual pay resumes upon the employee's return to work.

2. Civil Service Employees

- a) Payment of bilingual pay to police officers is mandated by Section 18-90 of the City of Waco Code of Ordinances, and shall be administered as prescribed by this policy.
- b) Payment of bilingual pay to fire fighters may be established by the collective bargaining agreement between Local 478 of the International Association of Fire Fighters and the City of Waco, and shall be administered as prescribed by this policy.

CITY OF WACO

C. Testing of Employees

1. To receive bilingual pay, employees must take and pass a proficiency test with a minimum score of 70%. The objective of the proficiency test is to determine to what extent individuals are capable of applying their verbal skills to situations that require Spanish bilingual skills.
2. Testing of employees may occur in April and October each year as the need arises.
3. Departments desiring to fill an eligible bilingual pay position may forward a request from the Department Director to the City Manager for approval consideration.



Larry D. Groth, P.E., City Manager
April 25, 2005