



REQUEST FOR BILINGUAL PAY POA

PURPOSE

Bilingual pay is recognized for employees who can communicate with residents and customers in languages other than English as part of their regular job duties. Requests for bilingual pay will be on the basis of oral communication.

ELIGIBILITY

The Town will pay an additional 2.5% above base pay for bilingual ability. Bilingual pay will be for Spanish, Russian, Arabic, Chinese, Vietnamese, and any other language designated by the Chief of Police. The Town will determine the qualifying criteria including the oral test and the application to the specific job assignment.

Section I: *To be completed by Employee*

Name: _____
Job Classification/Title: _____ Department: _____
Work Phone: _____ Supervisor: _____

1. *Language used on the job (other than English)? _____
2. How frequently is the language used on the job? _____
3. What are the circumstances requiring the use of this language on the job?

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

Section II: *To be completed by Department Head*

Request for Bilingual Pay is: Approved Denied

TOWN MANAGER USE ONLY

Discontinued

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

Section III: *To be completed by Human Resources*

Results of Bilingual Test: Pass Fail Dates of Results: _____

HR USE ONLY

Effective Pay Period Start or End Date for Bilingual Pay: _____
Employee and Supervisor notified of Bilingual Pay on: _____