15.2 Bilingual Premium Pay

15.2.1 An employee who is required as an essential part of his or her job to provide non-English language services, including Braille and sign language, routinely and consistently as part of his or her regular job assignment as determined by the City will receive a Bilingual Premium Pay Differential of

five percent (5%). The employee must agree to use the bilingual skill during his or her normal work shift regardless of assignment. The Bilingual Premium Pay Differential of five percent (5%) will be reported to CalPERS as Bilingual Premium Special Assignment Pay. However, any hours worked on overtime are excluded from CalPERS reported “compensation earnable” in California Government Code Section 20635.

15.2.2 An employee who is required as an essential part of his or her job to provide non-English language services, including Braille and sign language, will receive a Bilingual Premium Pay Differential of two percent (2%). The criteria for receiving the differential will be: a) when assigned by management, or b) at the request of the employee with the supervisor’s agreement, or, c) after

a job audit and who must utilize these skills on an occasional basis. The employee must agree to use the bilingual skill during his or her normal work shift regardless of assignment. The Bilingual Premium Pay Differential of two percent (2%) will be reported to CalPERS as Bilingual Premium Special Assignment Pay. However, any hours worked on overtime are excluded from CalPERS reported “compensation earnable” in California Government Code Section 20635.

15.2.3 Competency: The bilingual premium will not be applicable under any circumstances except to an employee who possesses second language competency. Management reserves the right to test for second language appropriate competency prior to a Bilingual Premium Pay Differential.

**Competency examinations shall be performed at least quarterly.**

**An employee who passes the competency examination and is approved for the Bilingual Premium Pay shall be entitled to the Premium Pay from the date the employee passed the examination.**