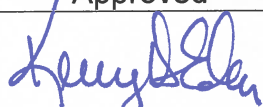
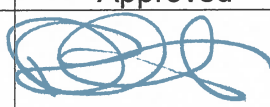




Administrative Policy

Title: Spanish Language Pay				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.606	03-25-88 (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
 Issued: 03-25-88
 Revised: N/A

City of Corona

SUBJECT: SPANISH LANGUAGE PAY POLICY FOR PART-TIME EMPLOYEES

PURPOSE: To establish a method of qualification for Part-time employees to receive an additional 2 1/2 % salary increase above base pay for the efficient verbal use of the Spanish language in the regular course of one's employment. (this is defined as employees who have regular or consistent contact with the general public as part of one's regular assignment. One's ability to merely speak the language and/or to respond on occasion or on an irregular basis to a member of the general public, is not a candidate for certification).

PROCEDURE AND ORAL EXAMINATION:

Any eligible employee seeking certification for Spanish language pay shall have his or her department head provide a memorandum to the Human Resources Director requesting an examination to be scheduled. The memorandum must include: 1) duties of position; and 2) circumstances and conditions which Spanish is utilized.

The Human Resources Department will arrange for an evaluation in which the candidate must verbally demonstrate the efficient use and command of the Spanish language.

The examination, which will be scored a pass or fail, will include but not necessarily be limited to the following:

- 1) General introduction conversation between the examination panel and the candidate, and
- 2) Candidate will be asked to interpret questions or statements which he/she may typically receive from the general public.

Upon completion of the evaluation process, the Human Resources Director shall certify if the employee is proficient in the Spanish language and able to utilize it competently on the job.

Those employees identified as possessing the necessary Spanish language skill shall be assigned to utilize the Spanish language skill for their position and will be compensated by an additional 2 1/2% above their base pay.

5 steps

PREPARED BY:

APPROVED BY:

JOHN TORRES
Human Resources Director

WILLIAM P. WORKMAN
City Manager

CITY OF CORONA

SUBJECT: SPANISH LANGUAGE PAY POLICY

AUTHORITY: Corona General Employees Unit 1987-90
Memorandum of Understanding, Item Number 9

PURPOSE:

To establish a method of qualification for eligible member(s) of the unit to receive an additional 2 1/2% salary increase above base pay for the efficient verbal use of the Spanish language in the regular course of one's employment. (This is defined as employees who have regular or consistent contact with the general public as part of one's regular assignment. One's ability to merely speak the language and/or to respond on occasion or on an irregularly basis to a member of the general public, is not a candidate for certification).

PROCEDURE AND ORAL EXAMINATION:

Any eligible employee seeking certification for Spanish language pay shall have his/her department head provide a memorandum to the Personnel Director requesting an examination be scheduled.

The Personnel Director will arrange for an evaluation in which the candidate must verbally demonstrate the efficient use and command of the Spanish language.

The examination, which will be scored pass or fail, will include but not necessarily limited to the following:

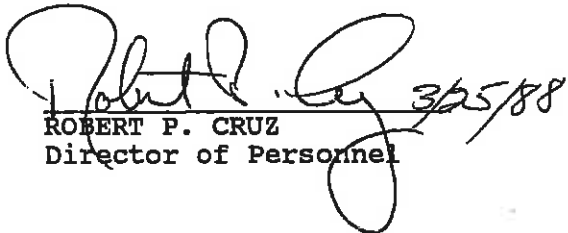
1. General introduction conversation between the examination panel and the candidate, and,
2. Candidate will be asked to interpret questions or statements which he/she may typically receive from the general public.


Upon certification of department lists, the City Manager's office will determine the number of those eligible for the additional pay.

This policy does not prohibit the City from utilizing any City employee receiving Spanish language pay in other City departments or divisions when needed.

PREPARED BY:

CONCURRENCE:


ROBERT P. CRUZ
Director of Personnel

 3-25-88
MARK ASTON
C.G.E.A. President

SPANISH LANGUAGE PAY POLICY

In conformance with the City of Corona General Unit 1987-90 Memorandum of Understanding Section 9., the following procedures should be adopted for its implementation and administration.

Each Department Head shall designate the positions and numbers of positions, requiring the regular use of the spanish language in contacts with the public. This shall be subject to the review of the Personnel Department and final approval by the City Manager.

Once the need for use of staff for spanish language have been identified and approved, the Department Head shall solicit from its employees, those individuals seeking to be eligible for spanish language pay.

The Personnel Department will then arrange for an evaluation in which the individuals must demonstrate their bilingual skills. The evaluation shall consider the following factors:

- (1) Duties of the Position
- (2) Circumstances and conditions which spanish is utilized.
- (3) Whether the employee possesses sufficient bilingual skills in reading as well as writing.

Upon completion of the evaluation process, the Personnel Director shall certify if the employee is proficient in the spanish language and able to utilize it competently on the job.

Those employees that are identified as possessing the necessary spanish language skill shall be assigned to utilize the spanish

language skill for their position and compensated in accordance with the M.O.U.

When a Department Head identifies there is no longer a need for the spanish language use within their department, the Personnel Department shall be formally notified and the designation shall be removed with the City Managers approval and the employee shall not receive the additional compensation. If the Department questions the ability of the employee to utilize the bilingual skill to meet the demands of the position, the Personnel Department shall arrange for the re-evaluation of the employee's bilingual skill.

The re-evaluation shall be conducted by the Personnel Department and consider the employee's spanish language proficiency and their ability to utilize for their position. Should it be determined that the employee is not proficient in the spanish language and not able to satisfy the requirement for the position, the additional compensation shall be removed.

~~BICOMPP/~~

SUBJECT: INTERPRETATION OF QUESTIONS AND STATEMENTS

(Candidate will be asked to interpret questions and statement one would typically receive from the general public they serve. The contents of the exam will be provided by the candidates employing department.)

COMMENTS:

TO EVALUATOR:

In your opinion, does the candidate possess the necessary verbal skills to effectively communicate in Spanish?

Yes _____

No _____

SIGNATURE OF EVALUATOR:

_____ Date _____



MEMORANDUM

June 29, 1990

TO: John Torres, Personnel Director

FROM: Bill Garrett, City Manager *B. G.*

SUBJECT: JUSTIFICATION FOR SPANISH LANGUAGE PAY

I have noted recently an increase in the number of people being granted Spanish language pay and am beginning to question the need for so many people to provide this service.

The MOU requires that Spanish language pay only be granted to those the department believes necessary to provide such language service to the public. The ability to speak Spanish is not sufficient justification.

In the future, please include on the certification memorandum to me the justification from the department for the need to provide such language pay.

RECEIVED

JUL 2 1990

CITY OF CORONA
PERSONNEL DEPT.