

Section:	Compensation
Item:	Language Skills Pay
Policy No.:	4.13.
Initial Effective Date:	September 2004
Revision History:	09/2004

4.13. Language Skills Pay

A. Purpose

The City of College Station recognizes that in serving a diverse population, the use of a second language may be of benefit in providing quality service. Therefore, the City has developed a program to compensate employees who are proficient in the use of a second language.

B. Eligibility

All full-time regular and part-time regular employees in all departments of the City are eligible for language skills pay. Departments may regulate the number of employees by position or quantity, depending on its particular needs.

C. Responsibilities

It is the responsibility of the employee to request testing opportunities through his/her departmental management. The Human Resources Department in consultation with the employee's Director will decide if that person should proceed through the process. If so, the Human Resources Department will arrange for testing through a qualified testing service.

By receiving language skills compensation, the employee agrees to serve the organization by utilizing the language when needed either in their own position or when requested by other departments. The employee would be designated as a "City Translator" and will have their name available to be called on to use their skills for the benefit of the public and organization as a whole. Because the designation of "City Translator" carries with it the expectation of being called away from their regularly assigned duties of the department, the department may regulate the number of designated employees by position or quantity.

The department will pay for the language skills test(s) for a qualified employee a maximum of two (2) times. An employee is eligible to retest after six (6) months have passed from the original test date.

D. General Provisions

Employees who pass the established proficiency test(s) may be compensated for oral and/or written language skills.

Oral Language Skills:	\$25/mo.
Written Language Skills:	\$35/mo.
Oral and Written Language Skills:	\$60/mo.