



# CITY OF HOUSTON

## Administrative Procedure

Subject: **Bilingual Pay Policy for Municipal Employees**

A.P. No.

**3-9**

Effective Date:

**January 4, 2011**

### 1. AUTHORITY

1.1 Article VI, Section 7a, of the City Charter of the City of Houston

### 2. PURPOSE

2.1 To provide bilingual pay for municipal employees whose position responsibilities require a demonstrated knowledge and ability to communicate in a language other than English.

### 3. OBJECTIVE

3.1 To enhance the City's ability to recruit and retain qualified individuals with bilingual ability, enabling the City to better serve the needs of the community.

### 4. SCOPE

4.1 This policy directive is applicable only to municipal employees. Classified personnel covered by Chapter 143 of the Texas Local Government Code may be separately eligible for bilingual pay in accordance with an applicable meet and confer agreement or pursuant to City Ordinances No. 91-609 and No. 92-1486.

### 5. RESPONSIBILITIES

5.1 Department Directors are responsible for determining the positions and affected individuals in their department who are eligible to receive bilingual pay.

5.2 The Human Resources Department, Selection Services Division is responsible for annually screening a random sample of employees receiving bilingual pay to ensure that the employees meet criterion 6.1.2 as specified below.

### 6. POLICY

6.1 It is not the City's policy to pay bilingual pay differential to every employee who has bilingual ability. Each of the following criteria must be met in order for an employee to be eligible to receive bilingual pay differential:

Approved:

*Quinn D. Parker*

Date Approved:

01/04/2011

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6.1.1 The individual employee's responsibilities must, as evidenced by the duties specified on their Employee Performance Plan/Evaluation and/or job posting, be beneficial in the performance of the positions' duties and require the fluent (verbal and/or written) use of a language other than English on a continuing and frequent basis in order to meet the public service responsibility of the department.

6.1.2 The individual employee must possess a demonstrated ability to communicate verbally and/or in writing, as determined by the department, in a language other than English.

6.2 Any language, including American Sign Language is eligible if it is deemed necessary to perform the functions of the job.

6.3 Compensation paid to an employee for bilingual ability will be established and periodically reviewed by the Human Resources Director. This amount is separate from the employee's base pay and will remain in effect as long as the eligibility criteria continue to be met.

## 7. PROCEDURES

7.1. Each department shall identify the positions requiring bilingual ability in accordance with the specified criteria.

7.2 Department Directors must submit a Bilingual Pay Request Form (See Section 8, Attachment A) to the Human Resources Director identifying the eligible position and affected individual with a statement justifying the need for bilingual ability with the corresponding personnel action request (PAR) form. Additional requests or delimits should be submitted as needed.

7.3 Under the direction of the Human Resources Director, the Salary Administration Division shall review the requests to ensure that the justification supports each of the criteria for eligibility.

7.4 If an employee receiving bilingual pay is re-assigned to a position not requiring bilingual ability, the bilingual pay will be discontinued.

7.5 Bilingual pay will be discontinued in the event the functions of the position no longer require bilingual ability.

7.6 Each department shall re-evaluate its bilingual needs at the least on a continuing basis.

## 8. CONFLICT AND REPEAL

8.1 This Administrative Procedure supersedes Executive Order No. 1-21, signed 10/23/1992, which shall be of no further force or effect.

## 9. ATTACHMENT

9.1. Attachment A – City of Houston Bilingual Pay Request Form

**Attachment A**  
**City of Houston Bilingual Pay Request Form**

\_\_\_\_\_ **New Request**  
\_\_\_\_\_ **Change**  
\_\_\_\_\_ **Delimit**

# CITY OF HOUSTON

## BILINGUAL PAY REQUEST FORM

Employee Name \_\_\_\_\_ Employee No. \_\_\_\_\_

Department \_\_\_\_\_ Job Title \_\_\_\_\_

2<sup>nd</sup> Language Required \_\_\_\_\_ Proposed Effective Date \_\_\_\_\_

### **Position Requirements**

List the responsibilities that require the fluent verbal and/or written use of a language other than English on a continuing and frequent basis in order to meet the public service responsibility of the department:

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### **Approvals**

All eligibility criteria stated in the City of Houston Bilingual Pay Policy for Municipal Employees (A. P. 3-9) have been met.

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date