

TOWN OF BLADENSBURG

4229 Edmonston Road

Bladensburg, Maryland

RESOLUTION NO. ____-2027

**A RESOLUTION ESTABLISHING A BILINGUAL PAY DIFFERENTIAL POLICY
FOR TOWN EMPLOYEES AND AUTHORIZING THE DEVELOPMENT OF AN
IMPLEMENTING STANDARD OPERATING PROCEDURE**

Introduced by: _____

WHEREAS, pursuant to Section 405 of the Town Charter, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other State laws and to operate the Town government; and

WHEREAS, the Town of Bladensburg serves a diverse community that includes residents and visitors with limited English proficiency, and the Town recognizes that fluency in a second language or in sign language among Town employees materially improves the Town's ability to communicate with, and provide services to, the public, including during emergencies and critical incidents; and

WHEREAS, the Mayor and Town Council find it appropriate to establish a standardized, verifiable, and fiscally responsible bilingual pay differential program for all eligible Town employees, regardless of department, in recognition of the operational value of these skills; and

WHEREAS, the Town Administrator has recommended a two-tiered certification and compensation structure, consisting of a Basic Skills level and an Advanced Multilingual Skills level, with eligibility contingent upon successful completion of a Town-approved proficiency examination; and

WHEREAS, the Mayor and Town Council find it appropriate that the detailed administrative and operational procedures necessary to implement this policy — including testing logistics, certification tracking, documentation, payroll administration, and periodic review of continued eligibility — be set forth in a Standard Operating Procedure ("SOP") to be developed by Town

staff and subject to final approval by the Town Administrator, rather than being fixed within this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Bladensburg, Maryland, that a Bilingual Pay Policy is hereby established for all eligible Town employees as follows:

Section 1. Purpose and Applicability.

This policy establishes a bilingual pay differential available to all eligible Town of Bladensburg employees, across all departments, who demonstrate verified proficiency in a language other than English, or in American Sign Language, and whose position or duties reasonably require or benefit from the use of that skill in the performance of official Town business.

Section 2. Certification Levels and Pay Differential.

Eligibility for bilingual pay shall be based on successful completion of a Town-approved language proficiency examination, administered through the Human Resources Department, at one of the following two certification levels:

Certification Level	Skills Required	Pay Differential
Basic Skills	Oral communication and comprehension sufficient for conversation with clients and community members; passing score on the Town's oral performance examination.	\$1.00 per hour for all hours actually worked
Advanced Multilingual Skills	Written communication and comprehension in a second language, in addition to oral communication and comprehension; passing scores on both the oral and written examinations.	\$1.50 per hour for all hours actually worked

The bilingual pay differential shall be paid for all hours actually worked by the certified employee during the applicable pay period and shall not be increased for hours worked in an overtime status. The differential shall not accrue or be paid for periods of paid or unpaid leave. Bilingual pay shall become payable only from the date the employee is certified by passing the applicable proficiency examination and shall not be paid retroactively.

Section 3. Eligibility Requirements.

To be eligible for bilingual pay, an employee must (a) demonstrate proficiency in a language other than English, or in American Sign Language, through a Town-approved assessment process; (b)

hold a position whose duties reasonably require or benefit from the use of bilingual or signing skills; and (c) receive written authorization from the Town Administrator or designee confirming eligibility, using the Town's Multilingual Certification Form. This policy applies uniformly to eligible employees across all Town departments.

Section 4. Review and Revocation.

Bilingual pay eligibility is subject to periodic review to confirm continued operational need and continued proficiency. Bilingual pay may be discontinued if the operational need no longer exists, the employee transfers to a position that does not require bilingual or signing skills, or the employee no longer demonstrates the required proficiency. An employee who does not pass the required certification examination may reapply to test again after six (6) months.

Section 5. Implementing Standard Operating Procedure.

The administrative and operational elements necessary to carry out this policy — including, without limitation, examination scheduling and vendor coordination, certification documentation and recordkeeping, the Multilingual Certification Form and approval workflow, payroll coding and processing, and the process and timeline for periodic review of continued eligibility — shall be set forth in a Standard Operating Procedure to be developed by Town staff. The Standard Operating Procedure, and any subsequent amendments thereto, shall be subject to final review and approval by the Town Administrator and shall be maintained on file with the Human Resources Department. In the event of any conflict between the Standard Operating Procedure and this Resolution, the terms of this Resolution shall control.

Section 6. Funding.

Bilingual pay authorized under this Resolution shall be funded through revenues generated by the Town's traffic enforcement program, subject to appropriation by the Mayor and Town Council for each Fiscal Year. In the event that traffic enforcement revenues are insufficient in any Fiscal Year to fully fund the bilingual pay differential, the Town Administrator shall notify Council and propose alternative solutions including suspending the program, reducing the number of employees in the program or finding alternative revenue sources.

Section 7. Effective Date.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage, and that the Town Administrator is hereby directed to develop and issue the implementing Standard Operating Procedure described in Section 5 within a reasonable time following adoption.

PASSED this ____ day of _____, 2026.

ATTEST:

TOWN OF BLADENSBURG

Brian Wood, Acting Town Clerk

By: _____
Takisha James, Mayor