



**Dr. Marc-Antonie Cooper**  
**City Manager**  
745 Forest Parkway  
Forest Park, GA 30297  
Phone: 404-366-1555  
[macooper@forestparkga.gov](mailto:macooper@forestparkga.gov)

## MEMORANDUM

**TO:** City Council  
**FROM:** Dr. Marc-Antonie Cooper, City Manager  
**RE:** Bi-Lingual Pay Incentive  
**Date:** October 26, 2021

The purpose of this pay is to provide service to the residents and customers of the City of Forest Park, Georgia. Bilingual Pay may be received for demonstrated skill in a language used by any group, (including the hearing impaired) of Forest Park. The incentive must be approved by the City Manager.

*Department Directors are not eligible to receive bilingual pay.*

Department Directors may recommend to the Human Resources Director an employee who meets the following requirements criteria for bilingual pay:

1. Fluent in a non-English language, including for the hearing impaired.

The Human Resources Department will schedule the employee for proficiency tests. The Human Resources Director will submit a Personnel Action with justification including satisfactory test(s) results to the City Manager for approval.

Pay will be discontinued if the employee voluntarily withdraws from the program.

Employees must pass a language proficiency test in conversational and/or written language.

Employees receiving bilingual pay are expected to translate for employees who are not bilingual in the event such services are needed, even if the employee needing assistance is not from the same department or work unit and perform related work as assigned by the Department Director.

Employees receiving bilingual pay may be required to report to work during nonscheduled working hours and will have a role in disaster recovery efforts and will be expected to work during periods of emergency response by the city.

Bilingual pay is \$1.00 per hour for conversational proficiency in the language and an additional \$.50 per hour may be paid for written proficiency in the language. Pay is awarded at the City Manager's discretion and is not disputable.