

Memorandum



To: Mayor and Town Council
From: Linda Gaddy
Date: 7/18/2024
Re: Bilingual Incentive plan

Human Resources is pleased to give you an update on the previously approved plan to begin a bilingual program and pay incentive for employees.

Please find the following update and supporting documents.

Policy/plan highlights:

Employees who agree to use their bilingual skills for the Town as needed by any department are eligible for a pay premium as long as they agree to stay in the program. They will receive a 5% pay increase as long as they are active in the program.

They apply by submitting a request form and signing the policy. After testing for oral proficiency by a third-party expert language testing service, and meeting at least the minimum oral proficiency standard that we have set, the employee will be approved to be on the Town's list of interpreters.

An approved list of languages that are known to be spoken by Pineville residents, and modeled after the list currently used by the City of Charlotte has been adopted.

We currently have very few bilingual employees, but we that hope this will incentivize others for both retention and recruiting, as well as make them more valuable to the Town.

The announcement and invitation to employees to apply for this is planned go out in the next week.

Linda Gaddy