



Town of Pineville Procedures, Supplemental Policies & Practices

Bilingual Incentive Pay Policy

Effective Date: 7/24/2024

Section:

Revision Date: NEW

Policy #:

Policy Purpose:

This policy establishes an incentive pay program for employees to receive additional compensation for bilingual proficiency and their availability to use that for the Town's needs. The Town will utilize these employees as interpreters or translators as needed to facilitate communications in a fair and impartial manner with the public. The pay amount and the qualifications can change from time to time as approved or disapproved by the Town and Town Council, or the program can be ended by vote of Council.

Scope

Any fulltime employee is eligible to qualify for this incentive pay if they agree to the conditions and meet the qualifications.

Procedure:

An employee will request this designation and pay incentive by completing a request form and shall be tested for proficiency by the Town's approved testing provider. They must have the form signed by their Department Director and Human Resources. Either the Dept. Director or Human Resources will ensure that the employee understands the commitment to the Town and the qualification procedure.

Human Resources is responsible for scheduling the proficiency test and verifying that the employee scored at least an "Advanced Low" level of proficiency on the test. Human Resources will notify the Director when the employee has qualified and will have the employee sign this policy before they are designated as an interpreter for the Town.

Human Resources will document the pay raise with a Personnel Transaction Form signed by the Department Director, Human Resources, the Town Manager and the Finance Director, and then make the change to the employees payrate and submit to payroll for processing on the next available pay date.

Human Resources will be responsible for maintaining the list of approved interpreters/translators. Should any translation needs arise for Town business, Human Resources will utilize the list to secure a translator. In addition, certified bilingual employees may be requested to work during periods of a Town emergency for response and recovery efforts. During these times, employees will be paid according to Town pay policies outlined in the Employee Handbook.



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Guidelines:

Bi-Lingual Pay Incentive: 5% (2-Steps if a Sworn Police Officer)

The Town Manager and the Chief of Police will make recommendations regarding the bi-lingual needs of the Town based upon the demographics of the community. The Town of Pineville has become an increasingly diverse community and the number of approved incentives shall be based upon these needs. The authorization of employees deemed eligible for the bilingual incentive pay is at the sole discretion of the Town Manager and Human Resources and may be based on operational and staffing needs; in addition, the Town reserves the right to cease this incentive program without notice.

The acceptable proficiency level for the Town of Pineville is advanced or superior as defined by the American Council on the Teaching of Foreign Languages (ACTFL) or “Advanced Low” as designated by Language Testing Institute. Candidates for bi-lingual incentive, including native speakers, may be required to be tested. Required testing is paid for by the Town.

If the pay increase causes the employee to reach the top of the pay range for position, then they are considered “topped out” and their pay rate cannot be raised above the maximum of the range on the adopted current Pay Plan, but they will be eligible for a one-time 5% of annual base pay bonus.

Employees will receive the maximum incentive pay of 5% of base pay, regardless of the employee’s proficiency in more than one (1) language.

If at any time a certified bilingual employee does not want to participate in these Town business requirements, then the employee can choose to be removed from the Bilingual Incentive Pay program and the bilingual incentive pay will cease effective immediately. As long as the employee is on the list they are obligated to serve in this capacity when called upon.

Forms:

Bilingual Pay Request Form

Personnel transaction Form (H.R.)

Definitions:

Bilingual – Proficient in second language other than English.

Interpreter – Interpreting is defined as the conversion of verbal/sign language.



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Translator – translating is defined as converting written documents between languages.

Sworn law enforcement officer – Certified by the State Commission and sworn-in by the Town of Pineville Police with job title currently approved in the Police Pay and Classification Plan.

Pay Plan – the currently adopted pay and classification plan(s) in place adopted by the Town and approved by Town Council.

Step – One step progression on the Police Pay and Classification Plan. Currently equivalent to 2.5%.

Cross-policy References:

Town of Pineville Employee Handbook of Policies

Police General Orders