



# **City of Grand Island**

**Tuesday, August 10, 2021**

**Study Session**

## **Item -1**

**Presentation concerning the City's Bi-Lingual Employee Pay Policies and Use of Employees who Receive Bi-Lingual Pay**

**Staff Contact: Aaron Schmid, Human Resources Director**

## **Council Agenda Memo**

**From:** Aaron Schmid, Human Resources Director

**Meeting:** August 10, 2021

**Subject:** Bilingual Pay and Translation

**Presenter(s):** Aaron Schmid, Human Resources Director

### **Background**

By email dated July 21, 2021, Council Member Haase requested a study session concerning the City's translation stipend and he included questions regarding the program.

The City's Personnel Rules and Regulations and nearly all of City's collective bargaining agreements contain the following bilingual pay policy:

Sec. 5.09 BILINGUAL PAY. Employees who are proficient in an approved second language will be paid \$1,500 per calendar year, payable in the second check in November. In order for an employee to collect bilingual pay, the employee must be actively employed in November. The Department Director will determine whether bilingual skills are needed based upon the interaction of the department with the public. If bilingual skills are needed, the Department Director will determine which languages are "approved" based upon the needs of the department as they relate to the demographics of Grand Island. A test will be given by the Human Resources Department to test the proficiency of the employees in each approved language before an employee is eligible for bilingual pay. The bilingual test will measure, among other things, an employee's conversational ability. Bilingual pay will be prorated based on the employee's average hours worked. An employee that is hired as an interpreter will not be eligible for bilingual pay.

The City of Grand Island currently has 23 employees that receive the \$1,500 (annual) stipend. The majority of these employees are just verbal translating.

The study session will include information regarding the use of bilingual-pay employees by the various departments, department experience with remote translation service, and use of internet translation services.