



Bilingual Pay Certification Request Form

This form must be completed and signed by the employee's supervisor, manager and department head and routed to your Payroll/Personnel Specialist who will submit the form to the Human Resources (HR) Department for exam scheduling.

ALL FIELDS BELOW ARE REQUIRED - Requests that contain insufficient and/or incomplete responses to any of the questions below will not be processed and will be returned to the requesting department.

EMPLOYEE AND POSITION INFORMATION

REQUESTING DEPARTMENT: _____ DIVISION: _____

EMPLOYEE NAME: _____ EMP ID: _____ EMP PHONE NUMBER: _____

BEST DAY OF WEEK & TIME TO CONTACT EMPLOYEE: _____

EMPLOYEE JOB PROFILE: _____ WORK LOCATION: _____

NAME OF SUPERVISOR & PHONE NUMBER: _____

NATURE OF REQUEST: New Eligibility
Continuation of Eligibility (specify job change reason)
Promotion within same department
Promotion across budget unit
Transfer within same department
Transfer across budget unit
Outbound Department: _____
Other Reason, Please Specify: _____

LANGUAGE REQUIRED: Spanish Tagalog Mandarin Cantonese
Other Please Specify: _____

JUSTIFICATION for SPEAKING CERTIFICATION – Provide a brief but detailed summary of the nature and purpose of the Speaking bilingual job duties.

Additional justification if the employee is to be certified in Reading/Writing - Provide a brief but detailed explanation for the Reading/Writing certification request, including the essential duties requiring reading/writing bilingual skills and the frequency in which these skills will be used in the employee's course of work.

I hereby certify that I have reviewed and approve of the request to submit the above-named employee for bilingual examination. I understand that should employee pass examination, the employee is entitled to a biweekly bilingual differential.

NAME OF MANAGER (TYPE): _____ SIGNATURE: _____

DATE: _____

DEPT HEAD OR DESIGNEE (TYPE): _____ SIGNATURE: _____

DATE: _____

EXAM EVALUATION (EXAMINER ONLY)

Evaluation Factors Satisfactory Unsatisfactory
Comprehension: Ability to understand and interpret correctly.
Responses: Length of time necessary to prepare and present a response.
Composition: Ability to translate in writing accurately (if applicable).
Communication: Ability to communicate in second language accurately and comfortably.

NAME OF EXAMINER: _____ DATE OF EXAM: _____

SIGNATURE: _____ COMMENTS: _____

CERTIFICATION (HR ONLY)

The above-named employee is certified for \$_____ Bilingual Pay Differential. Effective date of differential is: _____

BILINGUAL COORDINATOR NAME: _____ SIGNATURE: _____