

	Policy: Bilingual Stipend	Effective Date: July 1, 2004
		Revision Effective Date:
	Policy Number: HR-43	Page 1 of 1
	<hr/> S. Douglas Spell, City Manager	<u>Human Resources</u> Responsible Party

PURPOSE

The City of Monroe will provide a bilingual stipend for employees who translate for our customers in their native language.

TERMS

If an employee is requested by the City to use bilingual skills during their scheduled work day on a recurring basis they will receive a bilingual stipend over their regular salary. The employee required to use bilingual skills will be designated as one of the following:

- Heavy Usage: \$40.00 bi-weekly
- Moderate Usage: \$20.00 bi-weekly

The Department Director or Supervisor will designate those employees that will be called upon to use bilingual skills. An employee designated in the “moderate usage” category who claims to translate in the “heavy usage” category may appeal the designation.

Prior to an employee being approved for a stipend, the attached form must be completed by the Department Director and forwarded to the Human Resources Director and City Manager for approval.

RESPONSIBILITIES

Employee will be required to:

- Translate official business for the City of Monroe;
- Be able to verbally communicate, write, and read translations;
- Perform other related duties as requested.

QUALIFICATIONS

- Write proficient in English and a second language;
- Be familiar with the City of Monroe’s Policies and Procedures;
- As a condition of receiving such payment, the City of Monroe may require an employee to pass a standard proficiency test in the appropriate language.

