



## ADMINISTRATIVE DIRECTIVE

SUBJECT  <b>SECOND LANGUAGE PAY</b>	NUMBER <b>2.01-1D</b>	PAGE <b>1 of 4</b>
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### I. **PURPOSE**

To implement the Language Communication Skill Compensation Program established by the Mayor and Council (Tucson City Code [TCC] Section 10-33).

### II. **POLICY**

Employees shall receive additional compensation per pay period in accordance with the Language Communication Skill Compensation Program established by the Mayor and Council (TCC Section 10-33).

### III. **EMPLOYEES ELIGIBLE TO RECEIVE SECOND LANGUAGE PAY**

A. Employees meeting the following language communication skills may be eligible to receive second language pay:

1. Full-time probationary or permanent employees who use a language other than English for a minimum of five percent (5%) of their work week (two [2] hours per forty [40] hour work week) while interacting with the public in the performance of their duties if approved by the department director; or
2. Full-time probationary or permanent employees who use a language other than English less than the five percent (5%) minimum and occupy a position specifically designated for language skills compensation by a department director and formally approved by the Human Resources Director; or
3. Part-time probationary or permanent employees who use a language other than English and occupy a position specifically designated for language skills compensation by a department director and approved by the Human Resources Director.

B. The following considerations must be addressed by department directors when justifying a position as a language skill compensation position:

1. The need for number of positions designated. (Two [2] or more positions within the same classification at the same location will not generally be considered essential to effective and efficient interactions with the public).
2. The reasons the operational needs of the department for communication with the public in languages other than English cannot be effectively met by employees who use and are compensated for using a language other than English more than five percent (5%) of their work week.
3. Whether any interactions with the public in performance of the duties of the positions are significant to assigned duties, or only ancillary thereto.



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4. Whether the use of another language is essential to the effective and efficient provision of services to the public.
- C.** Designation for Second Language Pay, a position may be designated for language skills compensation only when:
1. The position is within a classification which has significant interaction with the public; and
  2. The use of a second language other than English is not less than five percent (5%); and
  3. The position has been justified, documented and designated by a department director as a position where the use of a second language is essential to interactions with the public permitting effective and efficient provision of services to the public; and,
  4. The position has been approved by the Human Resources Director for designation as a language skills compensation position.

#### **IV. ADMINISTRATION OF SECOND LANGUAGE PAY PROGRAM**

Administration of this program is the responsibility of the Human Resources Department, and involves the following:

- A.** Confirmation of the conversational proficiency related to the services provided by the employee's department/division upon entry into the program, with all program participants being re-tested between November 1, 2007 and November 1, 2009.
- B.** Processing of a written request form (hard copy or electronic) necessary to add or delete participants from the program, as required, based on changes in work assignments that cause employees to meet or not to meet the criteria of five percent (5%) usage of a second language.
- C.** Subject to annual confirmation of all second-language positions by departments to Human Resources, once an employee has been approved for the additional compensation, the employee will continue to receive the additional compensation until such time as it is determined that the second language use has diminished to less than five percent (5%) of the work week or the employee is transferred to another position.
- D.** Employees who transfer, promote or demote to different work assignments will not continue to receive the additional compensation unless the department director designates that the new position/assignment is eligible because the second language is used in the new position/assignment for a minimum of five percent (5%) of the work



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week or the position has been designated by a department director and approved by the Human Resources Director as a language skill compensation position.

If the new position/assignment is eligible for second language pay and the employee has been certified as conversationally proficient for purposes of this directive, the employee will not have to be re-tested, unless the conversation competency test for the new position is different than the test for the employee’s previous position.

- E.** Employees on leave without pay for greater than 10 (ten) working days, including employees on Family Medical Leave (FML) or Military Leave, will not receive language skill compensation pay. Language skill compensation pay may be reinstated upon return to work, with compensation to resume during the first full pay period after the employee has returned to work, provided that all other program requirements are met.
- F.** To ensure equitable financial benefit to all full-time employees with the requisite language skills who use a second language for less than five percent (5%) of the work week, department directors shall, where possible, rotate employees through all language-designated positions.

**V. SECOND LANGUAGE PAY RATES:**

<b>Employee Group</b>	<b><u>Amount per Pay Period</u></b>
Employees not eligible for representation	\$30.00
American Federation of State, County and Municipal Employees (AFSCME) – eligible (employees labor and trades)	\$25.00
Communication Workers of America/Tucson Association of City Employees (CWA/TACE) – eligible employees (white collar)	\$30.00
Tucson Fire Fighters Association (TFFA) – eligible	\$25.00
Tucson Police Officers Association (TPOA) – eligible	\$30.00

**Forms** (Attached to AD 2.01-1)                      None

**References**                      Tucson City Code Chapter 10



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**Review Responsibility  
and Frequency**

The Human Resources Director will review this directive annually,  
based on date of publication

**Authorized**

  
\_\_\_\_\_  
City Manager

12/5/07  
\_\_\_\_\_  
Date