

Request for Payment of Bilingual Pay

Employee's Name _____

W# _____ Agency Code _____

Classification /Job Profile _____

Agency Name _____

I certify that I have utilized bilingual skills for the pay period ending _____ in the performance of my job duties and at the request of my supervisor. These skills are not defined in my classification specification as a job requirement.

Employee's Signature Date

Authorized by:

I certify that this employee, at my request, has utilized bilingual skills in the performance of job duties during the pay period ending _____. These skills are not defined by the employee's classification as a job requirement.

Supervisor's Signature Date

Supervisor's Printed Name Phone Number

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Please note the following for employees in certain bargaining units (Units A, B, C, D, F, & H, Unit E and Unit G):

The minimum bilingual bonus or hourly equivalent is \$75.00 per pay period effective January 1, 2024.

The Employer may not require an employee to use bilingual skills without paying the appropriate bonus or pay.

Bilingual pay is not applicable where such skills are a requirement of the employee's classification.