

**AGENDA
ITEM**

11



CITY COUNCIL AGENDA STAFF REPORT

DATE: November 20, 2024
TO: Mayor and City Council
APPROVED BY: Juan Contreras, Acting City Manager *JAC*
PREPARED BY: Denise Garcia, H.R./R.M. Manager *Denise Garcia*
Sandra Fonseca, Interim Finance Director *SF*
SUBJECT: Adoption of Resolution 24-_____ Approving the Bilingual Differential Pay Policy

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Recommendation:

Adopt the resolution approving the Bilingual Differential Pay Policy.

Background:

The City Administration and City Council have recognized the need to compensate those employees communicating effectively with the public in both Spanish and English are providing a significant benefit to the City. A policy created to establish eligibility and testing requirements is necessary to guide staff and management on the application of the Bilingual Differential Pay Policy.

Discussion and Analysis:

The Human Resources department will identify the eligible classifications and oversee the administration and testing of those eligible employees. Currently the bilingual pay incentive is set at \$20 per pay period and would be applicable for those employees certified as bilingual.

Fiscal Impact:

None.

Coordinated With:

City Administration

Attachment(s):

1. Bilingual Pay Policy
2. Resolution 24-_____ Bilingual Differential Pay Policy

ATTACHMENT NO. 1

**CITY OF CALEXICO
BILINGUAL DIFFERENTIAL PAY**

Date: August 21, 2024

Authority: City Manager

Policy

This policy sets forth procedures to select, qualify, test, and compensate City employees having bilingual skills frequently used by the City of Calexico who communicate with the public in the course and scope of their duties as frontline employees.

Designation of Responsible Official

The City Manager or designee shall be responsible for coordinating these procedures with appropriate City officials. The City Manager/designee shall further have the sole authority to implement and interpret these procedures.

Eligibility

Those employees eligible for this pay differential must be permanent full-time or permanent part-time employees in the classification designated as a bilingual position pursuant to language set forth in section Designated Position of this policy. Employees must be certified to receive this differential pay pursuant to language set forth in section Certification of this policy.

Exclusions: City of Calexico Public Safety Dispatchers are not eligible to receive benefits under this Bilingual Pay Differential Program. Temporary and contract employees are also excluded from receiving this differential.

Designated Position

The City has the sole and exclusive right to determine which employees and how many employees are eligible to receive bilingual pay. Bilingual skills may or may not be included in a job description as a job requirement and not all employees in a particular classification will necessarily be eligible for bilingual pay. Positions may be eligible even if they are not routinely and consistently required to use bilingual skills, if it is determined that use of bilingual skills provide a significant benefit to the City. A position may be designated as a bilingual position if the following conditions are met:

- A. A department head requests in writing to the Human Resources Manager that the position uses bilingual skills, including identifying the types of activities which requires use of these skills the proportion of time spent in public contact which

requires the use of a language other than English and the benefit to the City. This shall be met by completing the Request for Designated Bilingual Position form.

- B. There is a lack of alternative resources which are available to meet the need.
- C. The Human Resources Manager reviews and recommends a position be designated.
- D. The City Manager approves the positions as designated based on Human Resources recommendations and available funding based on the Annual Budget.

Department heads may request new designated positions under this policy by completing the Request for Designated Bilingual Position form. Deadlines for submission of new designated position requests shall be determined by the Human Resources Department.

Department heads may choose to eliminate a designated position, subject to approval by the Human Resources Department, if it is determined that the bilingual skills are not being effectively used by the employee and/or the need or benefit to the City is no longer present in the department/division.

Certification

The Human Resources department is responsible for certifying all incumbents of designated positions as to their proficiency in the use of the language other than English which are being used in their official duties. Certification shall be standardized and uniform. No eligible employee shall receive bilingual pay differential prior to proper certification by the Human Resources Department. Existing employees are required to contact the Human Resources department within the first sixty days following the adoption of this policy to schedule their test. New eligible hires may schedule a test within the first 30 days of their date of hire. Employees will only be permitted to test once per fiscal year.

Assignment and Transfer of Certified Bilingual Employees

Once an employee has been certified as bilingual by the Human Resources Department, the employee agrees to utilize their bilingual skill during the course and scope of their employment, regardless of their assignment. They will be expected to translate for employees who are not bilingual in the event such services are needed, even if the employee needing the assistance is not from the same department or work unit.

If a certified employee requests a transfer from a designated position to a non-designated position, the employee granted a transfer will no longer be eligible to receive a bilingual pay differential upon the effective date of the transfer.

Amount of Pay Differential

The amount of the pay differential is \$20 per pay period during the time the employee works in the designated position. Employees on leave for an entire pay period will not receive bilingual pay. The pay differential is considered wages and will be included in the regular rate of pay for calculating FLSA overtime pay. The City's bilingual differential pay does not qualify as special compensation under the Public Employees Retirement Law and will not be

reported to CalPERS. Therefore, it will not be included in the calculation for retirement benefits.

REQUEST FOR DESIGNATED BILINGUAL POSITION

Date: _____ **Department:** _____

Job Classification: _____ **Budget #:** _____

Incumbent's Name: _____ **Employee Number:** _____

Reason for Designation (please specify percentage of time spent using bilingual skills and indicate the duties within this job classification that require such skill):

Department Head

Human Resources Director

City Council Approved Denied

Date: _____

POSITIONS FOR BILINGUAL PAY ELIGIBILITY

POSITIONS	DEPARTMENTS	*CUSTOMER SERVICE/FRONT LINE STAFF
EXECUTIVE ASSISTANT	PUBLIC WORKS	Y
METER READER	PUBLIC WORKS	Y
WASTEWATER SYSTEM SUPERVISOR	PUBLIC WORKS	Y
WATER SYSTEM SUPERVISOR	PUBLIC WORKS	Y
UTILITY SERVICES COORDINATOR	PUBLIC WORKS	Y
POLICE LIEUTENANT	POLICE	Y
POLICE SERGEANT	POLICE	Y
POLICE SENIOR OFFICER	POLICE	Y
POLICE OFFICER	POLICE	Y
PUBLIC SAFETY DISPATCHER	POLICE	Y
PUBLIC SAFETY DISPATCHER SUPERVISOR	POLICE	Y
EVIDENCE TECHNICIAN	POLICE	Y
RECORDS ASSISTANT	POLICE	Y
EXECUTIVE ASSISTANT	POLICE	Y
PARKING/TRAFFIC SUPERVISOR	POLICE	Y
PARKING/TRAFFIC OFFICER	POLICE	Y
ANIMAL CONTROL OFFICER	POLICE	Y
FIRE INSPECTOR	FIRE	Y
FIREFIGHTERS/ENGINEERS/CAPTAINS	FIRE	Y
EXECUTIVE ASSISTANT	FIRE	Y
ACCOUNTANT	FINANCE	Y
ACCOUNTING ASSISTANT I (Front& Back)	FINANCE	Y
EXECUTIVE ASSISTANT	FINANCE	Y
REVENUE OFFICER	FINANCE	Y
UTILITY BILLING OFFICER	FINANCE	Y
HUMAN RESOURCES TECHNICIAN	HUMAN RESOURCES	Y
COMMUNITY SPORTS COORDINATOR	RECREATION	Y
CULTURAL ARTS ASSISTANT	RECREATION	Y
ADMINISTRATIVE ASSISTANT	RECREATION	Y
COMMUNITY RECREATION COORDINATOR	RECREATION	Y
LIBRARY TECHNICIAN	LIBRARY	Y
LIBRARY ASSISTANT II	LIBRARY	Y
EXECUTIVE ASSISTANT	LIBRARY	Y
EXECUTIVE ASSISTANT	CITY MANAGER	Y
ADMINISTRATIVE ASSISTANT	CITY CLERK	Y
POLICE CHIEF	ADMINISTRATION	Y
FIRE CHIEF	ADMINISTRATION	Y
FINANCE DIRECTOR	ADMINISTRATION	Y
BUILDING/PLANNING DIRECTOR	ADMINISTRATION	Y
PUBLIC WORKS DIRECTOR	ADMINISTRATION	Y
HUMAN RESOURCES MANAGER	ADMINISTRATION	Y
CITY CLERK	ADMINISTRATION	Y
FINANCE MANAGER	ADMINISTRATION	Y
RECREATION MANAGER	ADMINISTRATION	Y
LIBRARY MANAGER	ADMINISTRATION	Y
ADMINISTRATIVE ASSISTANT	BUILDING/PLANNING	Y
PERMIT TECHNICIAN	BUILDING/PLANNING	Y
CODE ENFORCEMENT OFFICER	BUILDING/PLANNING	Y
BUILDING INSPECTOR	BUILDING/PLANNING	Y
BUILDING OFFICIAL	BUILDING/PLANNING	Y

ATTACHMENT NO. 2

RESOLUTION NO. 2020 – _____

**A RESOLUTION ADOPTING THE CITY OF CALEXICO BILINGUAL
DIFFERENTIAL POLICY**

WHEREAS, the City Council and City Administration wish to compensate eligible classifications communicating with the public in the course and scope of their duties as frontline employees; and

WHEREAS, eligible classifications are designated by the Department Head and approved by the City Manager and/or the Human Resources Department; and

WHEREAS, the testing and certification process is conducted by the Human Resources Department; and

WHEREAS, full-time permanent employees certified as bilingual will receive differential pay in the amount of \$20 per pay period unless otherwise noted in an existing Memorandum of Understanding or other written agreement; and

NOW, THEREFORE, BE IT RESOLVED

We, the City of Calexico, approve the Bilingual Differential Pay Policy.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Calexico held on November 20, 2024, by the following vote:

AYES:

NOES:

ABSENT:

Camilo Garcia, Mayor

ATTEST:

Veronica Alvarado, City Clerk

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) SS.
CITY OF CALEXICO)

I, VERONICA ALVARADO, CITY CLERK OF THE CITY OF CALEXICO, DO
HEREBY CERTIFY THAT THE ABOVE FOREGOING RESOLUTION NO. 2024-
WAS DULY PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
CALEXICO ON THIS 20TH DAY OF NOVEMBER 2024 BY THE FOLLOWING
VOTE TO WIT:

AYES:
NOES:
ABSENT:

CITY CLERK

SEAL