



A Tradition of Stewardship  
A Commitment to Service

County Executive Office

1195 Third Street  
Napa, CA 94559  
www.co.napa.ca.us

Main: (707) 253-4421  
Fax: (707) 253-4176

**Christine Briceno**  
Director of Human Resources

## MEMORANDUM

To: Board of Supervisors	From: Joy Cadiz
Date: May 2, 2022	Re: BOS Agenda May 3, 2022 Consent Item No. 7U

The language regarding the Bilingual Differential Policy has been updated. Please see attached for revisions to the proposed policy update.

Cc: Minh C. Tran  
Thomas C. Zeleny  
Neha Hoskins

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE NAPA COUNTY BOARD OF SUPERVISORS,  
STATE OF CALIFORNIA, AMENDING COUNTY POLICY MANUAL PART I:  
SECTION 37F, BILINGUAL PAY DIFFERENTIAL POLICY, EFFECTIVE MAY 2, 2022**

**WHEREAS**, Government Code Section 25300 provides that the Board of Supervisors shall provide for the number, compensation, tenure, appointment and conditions of employment of county employees and that such action may be taken by ordinance or resolution; and

**WHEREAS**, the Director of Human Resources recommends that the County make changes to the Bilingual Differential Pay Policy, County Policy Manual Part I: Section, as set forth in Exhibit "A."

**NOW, THEREFORE, BE IT RESOLVED**, that the Napa County Board of Supervisors hereby approves the changes to the Bilingual Differential Pay Policy, as set forth in Exhibit "A," effective May 2, 2022.

**[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]**

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED**  
 by the Napa County Board of Supervisors, State of California, at a regular meeting of the Board  
 held on the 19th day of April 2022, by the following vote:

AYES: SUPERVISORS \_\_\_\_\_  
 NOES: SUPERVISORS \_\_\_\_\_  
 ABSTAIN: SUPERVISORS \_\_\_\_\_  
 ABSENT: SUPERVISORS \_\_\_\_\_

NAPA COUNTY, a political subdivision of  
 the State of California

By: \_\_\_\_\_  
 RYAN GREGORY, Chair of the  
 Board of Supervisors

<p>APPROVED AS TO FORM          Office of County Counsel</p> <p>By: <i>Susan B. Altman, Deputy</i></p> <p>Date: 4-11-2022</p>	<p>APPROVED BY THE NAPA COUNTY          BOARD OF SUPERVISORS</p> <p>Date: _____</p> <p>Processed By: _____</p> <p>_____          Deputy Clerk of the Board</p>	<p>ATTEST: NEHA HOSKINS          Clerk of the Board of Supervisors</p> <p>By: _____</p>
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Revised: July 14, 1992  
Revised: October 27, 2009; Resolution 09-144  
**Revised: June 5, 2018; Resolution 2018-72**  
**Revised: May 3, 2022; Resolution 2022-##**

## **BILINGUAL PAY DIFFERENTIAL POLICY**

This Policy describes the circumstances and conditions under which an employee may be eligible to receive bilingual pay.

### **Section 1. Eligibility**

- a. Any person employed in an allocated position which has been assigned duties involving regular or frequent use of bilingual skills as defined in this Policy shall be eligible to receive the bilingual pay differential as herein provided.
- b. The Human Resources Division shall certify whether an employee is qualified and eligible to receive the bilingual pay differential. An employee who is not certified shall not receive the bilingual pay differential.
- c. Regular or frequent use shall mean using the skill ten (10) percent or more in the course of the employee's assigned duties. Exceptions may be made for an employee to be eligible to receive the bilingual pay differential for less frequent use at the request of a department and upon approval of the Director of Human Resources and County Executive Officer, or their designee.
- d. The provisions of this Policy shall be limited to those employees occupying positions listed on the Department Allocation List.
- e. The provisions of this Policy shall only apply to supervisors who spend at least fifty percent (50%) of their time in direct contact with the public.
- f. Upon approval of the Director of Human Resources and County Executive Officer, or their designee, the provisions of this Policy may apply to managers that spend at least fifty percent (50%) of their time engaged in either or both of the following activities: in direct contact with the public; reading the second language, and translating into English orally or in writing.
- g. The compensable language shall be limited to American Sign Language (ASL), Spanish, or Tagalog. The application of this Policy to other language skills shall require recommendation by the County Executive Officer, or their designee, and approval by the Board of Supervisors.

- h. An employee who has previously exhausted their examination attempts and appeals may restart the bilingual certification procedure documented in this policy if appointed to a new position.

## **SECTION 2. BILINGUAL PAY DIFFERENTIAL**

- a. Certified employees shall be eligible to receive the bilingual pay differential rate set forth in the respective Memorandum of Understanding or a pro-rata amount for part-time employees. There are two levels of compensable bilingual skill, depending on the requirement of the position. The two levels are as follows:
  - i. Level I  
Ability and job-related need to converse in the second language and to read English and translate orally into the second language.
  - ii. Level II  
Ability and job-related need to converse in the second language and to read English and translate orally into the second language, to read the second language and translate orally into English, and to write in the second language.
- b. Bilingual pay differential for certified employees shall be effective upon the commencement of a certified bilingual assignment.

## **Section 3. Termination of Bilingual Pay Differential**

The County shall discontinue paying the bilingual pay differential when any of the following occurs:

- a. The position is no longer designated by the Department as a bilingual position.
- b. The employee is assigned, transferred, promoted, or demoted to a position that is not designated a bilingual position, as set forth in Section 1 of this Policy.
- c. The employee fails to pass the bilingual exam at the time of any retesting.

It is the Department's responsibility to notify Human Resources and Payroll within five (5) work days of occurrence of any of the above events.

## **Section 4. Certification Procedure**

- a. Department Head/Supervisor shall submit a completed Request for Bilingual Pay form to Human Resources.

- b. Human Resources will notify the employee, their immediate supervisor and the appropriate Human Resources Department Liaison regarding the date, time and location of the bilingual skills examination.
- c. Upon successful passing of the examination, the employee shall be certified to receive the bilingual pay differential and written notification of such shall be forwarded to the employee, their supervisor and the appropriate Human Resources Department Liaison.
- d. Human Resources will notify the Auditor-Controller's Office that the employee is certified to receive the bilingual pay differential.
- e. The County may require retesting and recertification of an employee at its discretion.

#### **Section 5. Repeat Examinations**

An employee who fails a bilingual skills examination shall not be assigned bilingual work and must wait a specified period of time before being eligible to re-take the examination. The waiting periods are as follows:

- a. First-time unsuccessful candidates shall wait three months from date of the last examination.
- b. Second-time unsuccessful candidates shall wait six months from date of the last examination.

#### **Section 6. Failure to Pass the Examination a Second Time**

An employee who receives a failing score on the bilingual examination on two successive attempts shall either:

- a. Not be assigned any work responsibilities requiring bilingual skill; or
- b. Have their probationary period terminated where possession of bilingual skill is a requirement for the successful completion of their duties.

#### **Section 7. Appeals**

An employee who fails a bilingual examination two times is not eligible for a third attempt. However, employees may appeal their results directly to the Director of Human Resources who shall decide if a retest is permitted.

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- e. The provisions of this Policy ~~shall not apply to management positions, and~~ shall only apply to supervisors who spend at least fifty percent (50%) of their time in direct contact with the public.
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