



Legislation Details (With Text)

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Title: Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37F, Bilingual Pay Differential Policy, effective April 19, 2022, to make changes to policy applicability.

Sponsors: Human Resources – Division of CEOs Office

Indexes:

Code sections:

Attachments: 1. Resolution, 2. Exhibit A - Redlined, 3. Exhibit A - Clean, 4. Correction Memorandum (added after meeting)

Date	Ver.	Action By	Action	Result
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TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Joy Cadiz, Senior Human Resources Analyst

SUBJECT: Resolution Amending the Napa County Policy Manual Part I: Section 37F, Bilingual Pay Differential Policy

RECOMMENDATION

Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37F, Bilingual Pay Differential Policy, effective April 19, 2022, to make changes to policy applicability.

EXECUTIVE SUMMARY

If approved, the requested action will update the Napa County Policy Manual Part I: Section 37F, Bilingual Pay Differential Policy by expanding the policy applicability to include management positions.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? No

What is the revenue source? Potentially all County Funds

Is the activity Mandatory or Discretionary? Discretionary

Discretionary Justification	The policy change is necessary to appropriately compensate management employees utilizing bilingual skills to conduct County business.
Is the General Fund affected?	Yes
Future fiscal impact	The exact fiscal impact is unknown and anticipated to be minimal. The impact depends on how many management employees will be approved by the Director of Human Resources in consultation with the County Executive Officer, to receive the bilingual differential pay which ranges from \$60-\$80/pay period.
Consequences if not approved	County employees utilizing bilingual skills to conduct County business will not be appropriately compensated.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County's Bilingual Pay Differential Policy currently excludes management positions. An audit of employees receiving the Bilingual Pay Differential showed that some County employees who promoted to management positions were still receiving the differential. As a result, the Bilingual Pay Differential was removed for management, per the policy. However, it was realized that some management employees use their bilingual skill in a significant manner, and the County should compensate them accordingly.

If approved, this action will allow management positions to receive Bilingual Pay Differential in instances where the Director of Human Resources, in consultation with the County Executive Officer, finds that a management employee is utilizing their bilingual skills to work with the public for 50% or more of their time.

Therefore, the Director of Human Resources recommends amending Napa County Policy Manual Part I: Section 37F, effective April 19, 2022, as shown in Exhibit "A."