

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Bilingual Pay Authorization

Number: C 45

Approved: Signature on file

Date: 03/11/08

POLICY

Beginning August of 2004, employees assigned to perform bilingual duties and receive bilingual pay premiums, whether they are newly hired, promoted, transferred, or reduced to/reassigned to another position, must be certified through a testing process measuring proficiency in a language other than English. Staff member who passed a job-level appropriate bilingual test prior to July 2004, are considered to have met the certification requirement if there is no position change. State regulations no longer allow self-certification of language proficiency. Depending upon job requirements, job level appropriate testing materials will be used. Testing may include oral, reading, and writing elements as appropriate to the assignment.
