



City of Tucson Administrative Policy

SUBJECT Second Language Pay Rates and Administration	NUMBER 230A	PAGE 1 of 1
	Effective Date: November 19, 2004 Revision Date:	

Administration:

Administration of this program is the responsibility of the Human Resources Department, and involves the following:

- a) Confirmation of the conversational proficiency of all program participants upon entry into the program.
- b) Processing of Payroll Action Request Form(s) (PARFs) necessary to add or delete participants from the program, as required, based on changes in work assignments that cause employees to meet or not to meet the criteria of 5 percent usage of a second language or that cause employees to move into or out of designated language positions.

Once an employee has been approved for the additional compensation, the employee will continue to receive the additional compensation until such time as it is determined that the second language use has diminished to less than 5 percent of the workweek or an employee in a designated language position has been transferred to a non-designated second language position. Employees who transfer to different work assignments will continue to receive the additional compensation as long as the second language is used in the new work assignment for a minimum of 5 percent of the workweek or the position has been designated by a department director and approved by the City Manager as a language skill compensation position.

Employees on leave without pay for greater than 10 working days will not receive language skill compensation pay. Language skill compensation pay may be reinstated upon return to work **if program requirements are met.**

To ensure equitable financial benefit to all full-time employees with the requisite language skills who use a second language for less than 5 percent of the workweek, Department Directors shall, where possible, rotate employees through all language-designated positions.

Second Language Pay Rates:

Non-union eligible employees: \$30 per pay period

Eligible Employees of Tucson Municipal Employees/AFSCME: \$25 per pay period

Eligible Employees of Tucson Fire Fighters Association/IAFF: \$25 per pay period

Eligible Employees of Tucson Association of City Employees/CWA: \$30 per pay period

Eligible Employees of Tucson Police Officers Association: \$25 per pay period through Sergeant
