



POLICY

Bilingual Pay

Author: **Human Resources**

1. PURPOSE

The purpose of this policy is to establish the guideline for payment of bilingual pay to confidential employees.

2. SCOPE

This policy applies to all confidential employees who are in positions designated by NLARC as requiring bilingual skills.

3. RESPONSIBILITY

Human Resources have the primary responsibility to monitor compliance of this policy for NLACRC.

4. DEFINITIONS – N/A

5. POLICY

5.1 Confidential employees designated by NLACRC as requiring the use of bilingual skills shall be compensated in the amount of \$150.00 per month. This amount will be prorated for all part-time employees that are in positions requiring the use of bilingual skills.

6. PROCEDURE – N/A

7. REPORTING – N/A

8. ENFORCEMENT – N/A

9. REFERENCES/FORMS – N/A .