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 pro-rated 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**