

## OFFICE OF HUMAN RESOURCES

### BILINGUAL STIPEND

YCCD has negotiated with CSEA a Bilingual Stipend for employees who meet the requirements below. **The stipend is \$150 per month.**

#### ELIGIBILITY

The stipend is available to the following:

- Bargaining Unit members who are designated - by discretion of the District - as being utilized primarily for bilingual translation.
- Bargaining Unit members, who - as certified - are orally proficient in Spanish, Punjabi, Hindi, American Sign Language or Hmong.
- Bargaining Unit members who have an understanding of and ability to communicate Departmental and District Policies and Procedures.
- The stipend is attached to the person; however, if an employee transfers from the position, the stipend may cease depending upon the position that they transfer into and if that position meets the criteria. If the employee moves to another eligible position, the stipend may continue.

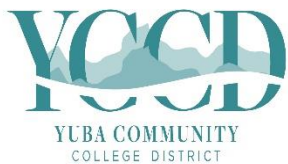
#### CERTIFICATION

To receive the stipend, the eligible employee must be certified as proficient by a District selected and administered examination agency. The District reserves the right to reevaluate the payment of this stipend at least once a year.

#### PROCEDURES

To receive a stipend, the following procedures will be followed:

- The employee will request bilingual designation by completing the Bilingual Stipend Request form and submitting it to their immediate supervisor/manager.
- The supervisor/manager will complete the Bilingual Stipend Support form to approve or deny the request. If approved, forward both the Bilingual Stipend Request and the Bilingual Stipend Support forms to the College President or the Vice Chancellor to which they report.
- Both forms will then be submitted to the Office of Human Resources.
- Upon approval of the Office of Human Resources will schedule the required certification test.
- Unit members wishing to be compensated per 12.2.1 of the CSEA Bargaining Agreement must pay for the District required certification by a personal check before taking the certification exam. Upon successfully completing the exam, the District will return the un-cashed personal check to the unit member. If the member fails the exam, the District will cash the check. The current cost of the exam is \$50.



**OFFICE OF HUMAN RESOURCES**

**Bilingual Stipend Request**

Name: \_\_\_\_\_ Colleague ID: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

I am requesting to be tested for the Bilingual Stipend in the language of:

I am making this request based upon (Check all that may be appropriate):

In the course of my normal duties, I provide oral translation services to conduct official business of the District, please describe:

In the course of my normal duties, I assist our English as a second language student population to enter into or process through a District program or department, please describe:

In the course of my normal duties, I assist our English as a second language student population to successfully request and receive services offered by the District, please describe:

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor/Manager/Dean signature: \_\_\_\_\_

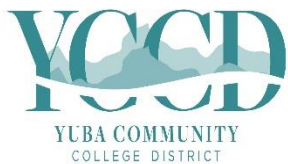
Date: \_\_\_\_\_

College President/Vice Chancellor signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Human Resources Officer signature: \_\_\_\_\_

Date: \_\_\_\_\_



To: Donald J. Grady, Chief Human Resources Officer  
From: \_\_\_\_\_, Supervisor/Manager/Dean  
Date:  
Re: Support for Bilingual Stipend Request

I have described below the program/department need for oral bilingual skills, i.e., the position currently held by \_\_\_\_\_ requires proficiency in a second language; OR, the  
Name of Classified Employee (applicant)  
District's ability to communicate with its students/clientele/customers is enhanced because of the ability to speak a second language.

**APPROVED BY:**

Supervisor/Manager/Dean signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED BY:**

Chief Human Resources Officer signature: \_\_\_\_\_ Date: \_\_\_\_\_