

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.30
		Issue Date: March 21, 2005
		Revision Date: July 13, 2010; May 23, 2017
CHAPTER: Human Resources		Related Policy:
SUBJECT: Bi-Lingual Premium Pay		Related Laws:

POLICY: Employees who have a contractual provision for bi-lingual premium pay and those eligible non-represented employees shall demonstrate proficiency as outlined in this procedure. Demonstration of proficiency is required for the initial granting of and retention of bi-lingual premium pay.

RULE: None

PROCEDURE:

I. Proficiency Testing Procedure

- A. Employees seeking bi-lingual premium pay shall submit a memo requesting to be tested to the LCSO Training Coordinator through their chain of command.
 - 1. The Division Commander must approve each request.
- B. Employees must pass the bilingual test administered by Lane County Human Resources before the premium pay can be awarded and they must obtain a passing grade of 70% or more.
- C. The results of the test shall be considered final and are not subject to appeal. Employees who fail to demonstrate proficiency may request a second testing to be conducted within 60 days. Re-testing will be arranged at the employee's request by the LCSO Training Coordinator.
 - 1. Employees who fail to demonstrate proficiency will be prohibited from testing for six months.

II. Recertification

- A. Employees who score less than 95% shall be required to demonstrate proficiency every 2 years.
- B. Employees who score 95% or more shall be required to demonstrate proficiency every 5 years.
- C. Proficiency shall be demonstrated in accordance with the above listed procedure.