

**Procedure
10.19**

**EFFECTIVE
DATE
1-17-18**

**Eugene
Police Department**



Bi-lingual Pay // Non-Represented Employees

10.19.1 PURPOSE AND SCOPE

The Eugene Police Department will authorize qualified non-represented employees to receive a 5% bi-lingual pay incentive in accordance with APM 7.5.

10.19.2 PROCESS

10.19.2.1 ELIGIBLE LANGUAGES

1. Spanish
2. American Sign Language
3. TBD

10.19.2.2 REQUEST

Non-represented employees who wish to request the pay incentive must submit a memo to their division manager through their chain of command requesting approval. The memo must contain the following:

- Why the employee believes their position qualifies as, "regular use."
- How the employee will use the language skill in their present assignment.
- How the use of the language skill will benefit the department/city.
- The employee's commitment to continue to utilize the skill in future assignments, and when called upon.

10.19.2.2 APPROVAL

Once the division manager approves the completed memo, he/she will present it to Senior Staff for final approval. If approval is granted, employees who have not been certified within the previous three years will be required to retest through an HR approved testing process. Once the test has been complete, and passed, the approved incentive pay will be authorized.

**David N. James
Interim Police Executive Director**