

ADMINISTRATIVE REGULATION
COMMENCING A BILINGUAL INCENTIVE POLICY

Section 1. Purpose

To serve, protect, and continually improve the customer service of our employees, the City of Hobbs would like to incentivize and reward employees who possess the ability and willingness to provide assistance to our Spanish speaking customers.

Section 2. Eligibility

- A) Employee must be a regular benefit eligible employee.
- B) Employee must be certified by the City of Hobbs validated language proficiency test.
- C) Employee shall not be in an inactive status, not to include FMLA or Military leave.
- D) Employee must complete 4 hours of continuing education units in Spanish recognized by the City of Hobbs each year after the first incentive payment is received in order to receive subsequent payments.
- E) Continuing education units must be completed prior to anniversary date.

Section 3. Amount

Upon receiving certification by the validated language proficiency test, the employee will receive \$1,500.00, less all applicable state taxes, federal taxes, and all other applicable wage withholdings, annually on their anniversary date. Anniversary date is an eligible employee's last date of hire.

Section 4. Procedures

- A) Certified police and fire personnel will be administered a public safety certified test.
- B) General employees will be administered a commercial test.
- C) The validated language proficiency test will be administered through the Human Resources Department.
- D) The City of Hobbs will pay for the first test of each eligible employee. However, if the employee is not successful in their first attempt, the cost for subsequent testing will be the responsibility of the eligible employee and the scheduling availability of the Human Resource Department.

Section 5. Other Provisions

- A) On April 11, 2013, the City of Hobbs bi-lingual pay incentive was approved. Therefore, those eligible employees whose anniversary date are between April 11, 2013, and the date of this Administrative Regulation will be eligible for payment upon certification of the validated test.
- B) Cost associated with the 4 hours of recognized continuing education units will be paid for by the City of Hobbs.
- C) The program shall commence on November 1, 2013 and shall continue as long as funding is provided in the annual budget process.



J.J. Murphy, City Manager

25 Oct 13

Date