

ARTICLE 1.9: TYPE C PREMIUMS: ASSIGNED EXERCISE OF SKILLS

SECTION 1.9.1 TYPE C PREMIUMS: ASSIGNED EXERCISE OF SKILLS.

- (a) Definition. Type C Premiums compensate eligible employees for the performance of the skills described herein which are additional to those established by the County for the employee's class, and when the performance of these skills is authorized and assigned by the appointing authority.
- (b) Method of Calculation. Premiums are paid in addition to the employee's base wage rate. Premiums designated as a percentage are calculated as a percentage of the employee's base rate for each individual premium. Premiums are not compounded or pyramided. Premiums are paid for time worked only and not for paid time off or terminal payoff unless specifically provided herein.
- (c) Eligibility. Employees must be in a class designated as eligible and must possess the requisite qualifications, skills, clearances, licenses and/or certifications determined by the County to be necessary for the proper performance of the skill described herein below.

(Amended 02/28/86, Ord. No. 7095)  
(Amended 01/22/93, Ord. No. 8203)  
(Amended 02/16/93, Ord. No. 8209)  
(Amended 04/16/93, Ord. No. 8226)  
(Amended 07/05/96, Ord. No. 8650)  
(Amended 07/03/98, Ord. No. 8925)  
(Amended 07/03/98, Ord. No. 8932)  
(Amended 07/03/98, Ord. No. 8948)  
(Amended 12/01/00, Ord. No. 9262)  
(Amended 12/15/00, Ord. No. 9288)  
(Amended 01/08/03, Ord. No. 9526)  
(Amended 04/02/04, Ord. No. 9630)  
(Amended 09/30/05, Ord. No. 9734)  
(Amended 06/23/06, Ord. No. 9786)  
(Amended 01/19/07, Ord. No. 9821)  
(Amended 01/18/08, Ord. No. 9912)

SECTION 1.9.2: BILINGUAL PREMIUMS.

- (a) Bilingual Premium (General). Upon assignment to a position which has been determined to require bilingual skills, a qualified employee is entitled to receive bilingual premium. On recommendation of the appointing authority, the Director may approve payment of Class A or Class B

bilingual premium to an employee assigned to a position designated as requiring a Class A or Class B bilingual employee and where qualifications have been determined by the Director. Employees may only receive one bilingual premium at a time. In order to insure adequate level of bilingual proficiency, the Department of Human Resources may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skill is forty dollars (\$40) biweekly; fifty cents (\$0.50) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an eighty (80) hour biweekly pay period or to a position designated as requiring technical bilingual skills (reading, writing, translation). This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is twenty dollars (\$20) biweekly; twenty-five cents (\$0.25) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an 80-hour biweekly pay period. This fifty percent (50%) or less usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Employees in positions designated as bilingual on or before June 28, 1979, shall continue to receive Class A bilingual premium while in that specific position. Employees assigned to positions June 29, 1979, or after shall receive either Class A or Class B bilingual premium, as appropriate.

<u>Eligible Classes:</u>	
Classes designated AE, CL, CM, CR, FS, MM, PR, PS, SS, HS, RN, and	
5225	Human Services Control Specialist
5246	Patient Services Specialist III (T)

For purposes of terminal pay, bilingual premium shall not be computed in the employee’s base wage rate.

(b) Protective Services Supervisor (5259) Spanish Retention Bilingual Premium.

(1) The appointing authority may assign a Protective Services

Supervisor to perform Spanish bilingual duties in child protective services positions in the Children's Services Bureau which have been identified and designated as requiring Spanish bilingual skills. The Health & Human Services Agency will recommend the effective date for Spanish bilingual pay as the date the employee is assigned such duties or passes the Spanish bilingual proficiency test, whichever is later. In order to ensure an adequate level of Spanish bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A Spanish bilingual skills is seventy-two dollars (\$72) biweekly; ninety cents (\$0.90) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring Spanish bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an eighty (80) hour biweekly pay period, or to a position designated as requiring technical Spanish bilingual skills (reading, writing and translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in the Spanish language.

Class B: The rate of Class B Spanish bilingual skills is forty dollars (\$40) biweekly; fifty cents (\$0.50) per hour for eighty (80) hours of paid service – thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring Spanish bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) or less hours in an eighty (80) hour biweekly pay period. This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in the Spanish language.

Employees in designated classes eligible to receive this premium shall not also be eligible to receive the Bilingual Premium contained in (a) above.

For purposes of terminal pay, this Spanish bilingual premium shall not be computed in the employee's base wage rate.

- (c) Retention/Recruitment Bilingual Premium (All languages). The appointing authority may assign a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. The Agency will recommend the effective date for bilingual pay as the date the employee is assigned such duties, or passes the

bilingual proficiency test, whichever is later. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A bilingual skills is sixty dollars (\$60) biweekly; seventy-five cents (\$0.75) per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period, or to a position designated as requiring technical bilingual skills (reading, writing translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is thirty dollars (\$30) biweekly; \$0.375 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an 80-hour biweekly pay period. This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Eligible Classes:

5223	Human Services Specialist
4911	Social Services Aide
4913	Protective Services Assistant

Employees in positions designated as bilingual on or before June 28, 1979, shall continue to receive Class A bilingual premium while in any bilingual position. Employees assigned to positions June 29, 1979, or after shall receive either Class A or Class B bilingual premium, as appropriate.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

- (d) Bilingual Premium (Protective Service Worker/Social Worker Recruitment/Retention). The appointing authority may assign a qualified employee to perform bilingual duties in child welfare services and social worker positions which have been identified and designated as requiring bilingual skills. The Health & Human Services Agency will recommend the effective date for bilingual pay as the date the employee is assigned such

duties or passes the bilingual proficiency test, whichever is later. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving the premium.

Class A: The rate for Class A bilingual skills is ninety dollars (\$90) biweekly; \$1.125 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an 80-hour biweekly pay period, or to a position designated as requiring technical bilingual skills (reading, writing and translation). The fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate of Class B bilingual skills is forty-five dollars (\$45) biweekly; \$0.5625 per hour for eighty (80) hours of paid service - thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) or less hours in an 80-hour biweekly pay period. This fifty percent usage requirement shall mean the actual time spent conversing or interpreting in a second language.

<u>Eligible Classes:</u>	
5254	Senior Protective Services Worker
5253	Protective Services Worker
5261	Social Worker V
5266	Social Worker IV (T)
5260	Social Worker III
5265	Social Worker II
5235	Social Worker I

For purposes of terminal pay, this Spanish bilingual premium shall not be computed in the employee's base wage rate.

(Amended 2/12/10, Ord. No. 10026)

- (e) Deputy Sheriff Bilingual Premiums. For classes designated DS the appointing authority may require a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. In order to ensure an adequate level of bilingual

proficiency, the Director, Department of Human Resources, may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skills is \$32.30 biweekly, based on \$0.38/hour for an eighty-five (85) hour standard work period. Thereafter, the FLSA regular rate for overtime shall apply. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

- (f) Other Bilingual Premiums. For employees in classes designated AM, AS, DA, PD, PM, PO and any employee except employees in Class 5725, International Case Coordinator or those in classes designated in (a) (b), (c), (d) or (e) above, the appointing authority may require a qualified employee to perform bilingual duties in positions which have been identified and designated as requiring such bilingual skills. In order to ensure an adequate level of bilingual proficiency, the Director, Department of Human Resources may require periodic evaluation of incumbents receiving bilingual premium.

Class A: The rate for Class A bilingual skills is thirty-two dollars and thirty cents (\$32.30) biweekly. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills fifty percent (50%) or more of the time or forty (40) hours or more in an eighty (80) hour biweekly pay period or to a position designated as requiring technical bilingual skills (reading, writing, translation). This fifty percent (50%) usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Class B: The rate for Class B bilingual skills is sixteen dollars and fifteen cents (\$16.15) biweekly. To qualify for this rate, the employee must be assigned to a position designated as requiring bilingual skills less than fifty percent (50%) of the time or thirty-nine (39) hours or less in an eighty (80) hour biweekly pay period. This fifty percent (50%) or less usage requirement shall mean the actual time spent conversing or interpreting in a second language.

Employees in positions designated as bilingual on or before June 28, 1979, shall continue to receive Class A bilingual premium while in that specific position. Employees assigned to positions June 29, 1979, or after, shall receive either Class A or Class B bilingual premium, as appropriate.

For purposes of terminal pay, bilingual premium shall not be computed in the employee's base wage rate.

(Amended 02/28/86, Ord. No. 7095)  
(Amended 01/22/93, Ord. No. 8203)  
(Amended 02/16/93, Ord. No. 8209)  
(Amended 04/16/93, Ord. No. 8226)  
(Amended 07/05/96, Ord. No. 8650)  
(Amended 07/03/98, Ord. No. 8925)  
(Amended 07/03/98, Ord. No. 8932)  
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(Amended 12/15/00, Ord. No. 9288)  
(Amended 01/08/03, Ord. No. 9526)  
(Amended 04/02/04, Ord. No. 9630)  
(Amended 09/30/05, Ord. No. 9734)  
(Amended 06/23/06, Ord. No. 9786)  
(Amended 01/19/07, Ord. No. 9821)  
(Amended 01/18/08, Ord. No. 9912)

SECTION 1.9.3: DIVER. Eligible employees assigned as members of the Sheriff's Underwater Search and Recovery Team, and who possess the require clearances and certifications as underwater diver, shall be paid four dollars and forty cents (\$4.40) per hour (pro-rata for periods of less than an hour) for time worked from arrival at the command post to when relieved of duty. This premium is not applicable to diving training time.

<u>Eligible Classes:</u>	
5746	Deputy Sheriff
5780	Sheriff's Lieutenant
5790	Sheriff's Sergeant

(Amended 01/18/08, Ord. No. 9912)

SECTION 1.9.4: (Repealed 12/19/86, Ord. No. 7254)

SECTION 1.9.5: TRANSCRIBING ASSIGNMENT. An employee in an eligible class who is regularly assigned and certified by the appointing authority as working more than fifty percent (50%) of his/her time, or who is assigned more than forty (40) hours in any one (1) biweekly pay period, to transcribe from mechanical dictating equipment on a continuous basis, shall be paid an hourly premium of thirty-seven and one-half cents (\$.375). This premium shall apply to time worked and shall not apply toward paid time off or terminal payoff.

Eligible Classes:

2700	Office Assistant
2729	Office Support Specialist
2730	Senior Office Assistant

(Amended 12/09/03, Ord. No. 9618)  
(Amended 04/27/07, Ord. No. 9838)  
(Amended 01/18/08, Ord. No. 9912)

SECTION 1.9.6: (Repealed 05/09/86, Ord. No. 7112)

SECTION 1.9.7: (Repealed 06/27/03, Ord. No. 9562)

SECTION 1.9.8: (Repealed 09/29/06, Ord. No. 9799)

SECTION 1.9.9: SEWING ROOM SUPERVISOR, SPECIAL ASSIGNMENT PREMIUM.

Employees in class 7530, Sewing Room Supervisor that are assigned to Las Colinas and are responsible for the uniform production, including the supervision of staff, shall be compensated an additional ten percent (10%) in addition to the employee's base wage rate. This premium shall apply to paid leave, but not to terminal payoff.

(Added 10/08/02, Ord. No. 9507)  
(Amended 01/18/08, Ord. No. 9912)

SECTION 1.9.10: FEDERAL COURT OR APPELLATE ASSIGNMENT

Eligible employees in the Confidential Paralegal classification (class no. 3934), who are assigned to assist in motion or trial preparation in Federal District Court or in the preparation of appellate briefs in a State Court of Appeal, U.S. Court of Appeals for the Ninth Circuit or the United States Supreme Court, shall be compensated an additional five (5%) in addition to the employee's base wage rate. The premium shall apply to paid leave, but shall not apply to terminal payoff.

(Added 01/19/07, Ord. No. 9821)

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