



ADMINISTRATIVE REGULATION

Effective Date: May 20, 2023

Administrative Regulation: 1-11

Revision Date: N/A

Supersedes: N/A

Approved By: William H. Ashton II

Subject: Sworn Police Spanish Language Testing & Language Incentive Program

I. Purpose

The purpose of this program is to properly evaluate and compensate orally bilingual Spanish/English sworn police officers and applicable candidates. This regulation may be modified under authority of the town manager.

II. Persons Involved

Current sworn police officers and applicable candidates. Applicable candidates who indicate oral proficiency in Spanish will be tested as part of the pre-employment screening process, as evaluated by the town's language testing service, as designated by the Town Manager. Town administration will maintain an approved vendor for this service.

III. Policy

- A. Current sworn police officers and applicable candidates, who score a level 9 or higher on the oral Language Proficiency Test will be eligible for advanced paysteps language pay, as outlined in AR 1-8.
- B. Achievement at any point during employment of level 9 proficiency on the oral Language Proficiency Test is compensable. No additional pay for multiple languages.
- C. Employees in an unsatisfactory or needs improvement performance rating or performance improvement plan status are not eligible for this program.
- D. Name of the applicable employee is placed on a list of Spanish language speaking employees and will be called upon when translation services are needed, maintained by human resources and posted on G:HRforEmployees.

IV. Language Proficiency Testing Procedure

All sworn employees and applicable candidates will be required to take an oral language proficiency test to receive Spanish language pay. The first attempt and second attempt will be paid for by the town. If the eligible employee or applicant does not have a level 9 or higher result, no additional pay will be granted. Any subsequent attempts after the

ADMINISTRATIVE REGULATION

second will have a waiting period of one year before retesting, if desired. Eligible current employees who achieve a level 9 result or above will receive the applicable pay increase effective at the beginning of the following pay period. Employees who change jobs into an ineligible position will have language pay removed.

Sworn police officer new hires Spanish language incentive pay is included in the new hires salary at the time of hire if applicable, and therefore are not eligible for additional pay under this policy.

V. Language Proficiency Test Scoring

Eligible sworn employees who complete the test with a level 9 or above proficiency grade will be eligible for 5% in-grade pay increase, not to exceed the top of pay range for the respective grade.

| Level of Competency | Compensation |
|----------------------------|------------------------------|
| Level 9 or above | 5% in-grade increase awarded |



William H. Ashton II
Town Manager