



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

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**File #:** CONS 16-002, **Version:** 1

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**DATE:** January 19, 2016

**TO:** Mayor and City Council

**FROM:** Director of Human Resources

### **SUBJECT**

Approval of an Agreement Authorizing Bilingual Pay between the City of Hayward and the International Association of Firefighters Local 1909

### **RECOMMENDATION**

That the City Council adopts the attached resolution approving an agreement between the City of Hayward and the International Association of Firefighters Local 1909, including Fire Officers ("Local 1909") authorizing Bilingual Pay.

### **BACKGROUND/DISCUSSION**

The City of Hayward and Local 1909 have tentatively agreed to a bilingual examination process for those employees who are required in the performance of their duties to converse with the public and communicate orally or in writing and/or translate official written documents in a language other than English.

The Fire Chief or designee identifies those employees who are required in the performance of their duties to converse and/or communicate in writing with the public in a language other than English.

Participation in the examination process is at the discretion of the employee. If he or she does not wish to be called upon for translating as needed throughout the City while on duty, it is not a requirement to participate. However, the ability to provide these additional services when interacting with the public is beneficial for the organization, the department, and members of the public.

Those employees who demonstrate their competency in a second language by way of a fluency test administered through the Human Resources Department will be eligible to receive bilingual pay in the amount of thirty dollars (\$30) for oral communication or one hundred dollars (\$100) for written communication per pay period.

The City of Hayward contracts with Alta Language Services to provide oral examinations for employees to ensure competency in a second language. Employees successfully completing the oral examination process are eligible for additional pay and are subsequently listed on the City's website as bilingual employees; this allows for their services to be utilized as needed throughout the organization while on duty.

## FISCAL IMPACT

The examination process is a one-time fee of \$62 for those employees who partake in the examination. However, the cost of bilingual pay is an ongoing expense. Currently, there are approximately five employees in Local 1909 that may qualify for bilingual pay in oral communication, with approximately two more employees that may qualify for bilingual pay in both oral and written communication; if each of these employees were to successfully complete the examination process, the fiscal impact would be a one-time cost of \$434 for administration of the exam plus an additional ongoing expense of \$9,100 per year.

In the future, the cost for employees who opt to take the bilingual examination and successfully complete the examination process will be a one-time testing fee of \$62, plus additional \$780 compensation per employee per year for oral communication, and \$2,600 per employee per year for oral and written communication.

*Prepared by:* Ali Adams, Human Resources Analyst II

*Recommended by:* Nina S. Collins, Director of Human Resources

Approved by:



Fran David, City Manager

### Attachments:

Attachment I	Resolution to Approve a Side Letter Authorizing Bilingual Pay
Attachment II	Side Letter between the City of Hayward and Local 1909
Attachment III	Side Letter between the City of Hayward and the Hayward Fire Officers