

Bilingual Stipend

Employee Q & A

Who can receive a bilingual stipend?

A bilingual stipend is awarded to an employee whose current classification does not require the use of a second language, but the employee uses a second language on the job. It is up to the department/agency to determine whether the language usage is sufficient to qualify for a stipend.

Is there a city rule covering the bilingual stipend?

Yes, Career Service Rule 9 details eligibility requirements, pay, and effective dates for receiving the bilingual services stipend. For more information on the bilingual stipend please review [Career Service Rule 9 Pay Administration](#) by visiting www.denvergov.org/humanresources. Click on Employee Resources, then choose Rules and Policies.

How much is the bilingual stipend?

The bilingual stipend is \$50 per pay check.

I was approved for the bilingual stipend before the rule change in February 2019. Will my pay level be impacted by the rule change?

No. Employees approved for the stipend prior to February 11, 2019 will maintain their current stipend amount. Anyone approved for the stipend after February 11, 2019 will only be eligible for \$50 per pay check.

What languages can be tested?

The current vendor assesses Spanish language skills. Other languages can also be tested at the department/agency's request through a secondary vendor.

How do I submit a request to be tested?

If you believe you are eligible, contact your supervisor. Your supervisor will determine if your current duties require or will require the use of a second language. Once the stipend is approved by your department/agency, your supervisor will purchase the bilingual test and provide you with instructions on how to complete it.

How is the test administered?

For Spanish language testing, employees will complete the Versant Spanish test using a computer or through an app on a smartphone. A headset with a microphone is required. Instructions on how to access and complete the test are provided by the vendor when the test is purchased.

For all other languages, employees will complete the ProFluent+ test using a computer and headphones with a microphone. The test will be administered by the OHR Assessment Team.

How can I prepare for the test?

There is no preparation material provided by the vendor. It is recommended that you reserve a small conference room so that you can take the test in a private and quiet environment. The test cannot be stopped or restarted if you are interrupted.

How long will it take for me to get the results?

The results are available shortly after you complete the test. Your supervisor must access the vendor's website to download the report.

What if I do not pass the test?

If you do not pass the test, it is recommended that you wait 90 days before retesting. This waiting period is to provide an opportunity to further develop or refresh your language skills. When you are ready to retake the bilingual test, your supervisor will need to purchase another test.

When will the bilingual stipend be effective on my paycheck?

The bilingual stipend will be added to your paycheck the Sunday after the request is approved in Workday.

Who can I contact if I have taken the test and have not seen the bilingual stipend on my paycheck?

If you have taken the test and have not received your bilingual stipend, contact your supervisor. Your supervisor is responsible for submitting the request and score report in Workday.

What if I am switching departments/agencies or changing positions, will I still receive my bilingual stipend?

If the department/agency determines the position requires the use of a second language you will continue to receive the bilingual stipend. If the department/agency determines that the position does not require the use of a second language, then you will no longer receive the bilingual stipend.