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 go to the Bilingual Stipend webpage.

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?

Most languages can be tested. It is up to department/agency to determine whether the language is needed on the job.

How do I submit a request to be tested?

If you believe you are eligible, contact your supervisor. The supervisor will determine if the current duties do require or will require the use of a second language. Once the bilingual stipend is approved by your department/agency, your supervisor will complete and send the Bilingual Stipend Pay Testing Request Form to BilingualStipendRequest@denvergov.org. You will be emailed instructions and log in information by Language Testing International (LTI) to complete the language test.

How is the test administered?

You will need a computer, a headset with a microphone (standard headsets for smart phones are sufficient), and a quiet location to complete the test. Plug the headset into the computer and check the volume settings prior to starting the test. Use the instruction and log in information in the email to access the test. During the test, speak clearly into the microphone.
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?

Once you complete the test, email BilingualStipendRequest@denvergov.org. Your results will be available within one business day.

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 submit a new request form.

When will the bilingual stipend be effective on my paycheck?

The bilingual stipend will be added to your paycheck the Monday after the test is completed with a passing result.

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 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.