

# Bilingual Stipend

## ***Manager 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](http://www.denvergov.org/humanresources). Click on Employee Resources, then choose Rules and Policies.

### **What are the manager's responsibilities in requesting a bilingual stipend for their employee?**

- Work with department/agency leadership to determine if the employee qualifies for the stipend
- Purchase the bilingual test through the approved vendor and provide the instructions to the employee
- Request the stipend through Workday and attach the score report
- If the employee no longer uses the second language, remove the stipend pay in Workday

### **How much is the bilingual stipend?**

The bilingual stipend is \$50 per pay check.

### **My employee was approved for the bilingual stipend before the rule change in February 2019. Will their 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 for Spanish language skills. If you need to test an employee on another language, please contact [AssessmentTeam@denvergov.org](mailto:AssessmentTeam@denvergov.org) for assistance.

### **How do I request a bilingual stipend for my employee?**

For Spanish language stipend: After the department/agency deems that the employee qualifies for the stipend, the employee's supervisor purchases the bilingual test from the OHR approved vendor. Once the employee completes the test, the supervisor requests the stipend in Workday and attaches the score report. The OHR Records team will verify that the employee has a passing score prior to approving the \$50 stipend.

For all other languages: After the department/agency deems that the employee qualifies for the stipend, contact [AssessmentTeam@denvergov.org](mailto:AssessmentTeam@denvergov.org) for assistance with purchasing and administering the test. Once the employee completes the test, the supervisor requests the stipend in Workday and attaches the score report. The OHR Records team will verify that the employee has a passing score prior to approving the \$50 stipend.

**Is there a charge for the test?**

Yes, the department/agency will be charged \$37.13 per Spanish test. The price varies for other languages.

**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 long will it take to get the results of the test?**

The results are available shortly after the employee completes the test. The supervisor must access the vendor's website to download the report.

**What if my employee does not pass the test?**

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

**When will the bilingual stipend be effective on my employee's pay check?**

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

**What if I have an employee who is transferring to another position with the city?**

As the supervisor, you will need to enter the request to stop the bilingual stipend.

**What if my employee goes out on leave?**

If your employee goes out on leave for any reason, their bilingual stipend must be suspended. As the supervisor, you must enter the request to suspend the bilingual stipend. Complete and submit the [Request for Bilingual Services Stipend or to Suspend/Cease Stipend](#) form to suspend a bilingual stipend.