

HARBOR-UCLA MEDICAL CENTER

SUBJECT: BILINGUAL BONUS PAY

POLICY NO. 203A

PURPOSE:

To ensure Bilingual Bonus Pay is compensated to certified workforce members per County Code Section 6.10.140 and policy.

POLICY:

Harbor-UCLA Medical Center's local Human Resources (HR) Office shall develop and monitor a Bilingual Bonus Plan to comply with County Code 6.10.140 requirements and conduct an annual review and revision of the plan to reflect current authority/policy. The plan shall include a list of the assignments that require bilingual capability and a list of workforce members currently receiving the bonus. The plan is subject to the review of the HR Department.

PROCEDURE:

Each supervisor, following approval of the plan, shall immediately initiate a **Bilingual Bonus Pay Request** for the workforce members in assignments requiring frequent and continuous use of a second language.

If a workforce member is absent for more than 60 calendar days, the bonus shall be suspended. For changes in assignment, the frequent and continuous use of the second language criteria must be met or the bonus shall be discontinued.

A copy of the **Bilingual Pay Request Certification and Authorization Form**, as well as a copy of the employee's Language Proficiency Certificate, shall be placed in the employee's official personnel folder.

AUTHORITY:

County Code Section 6.10.140

REFERENCE:

DHS Policy #731 Bilingual Bonus Plan

EFFECTIVE DATE: 7/11**REVISED:** 5/14, 7/17, 8/20**REVIEWED:** 5/14, 7/17, 8/20**REVIEWED COMMITTEE:** N/A**SUPERSEDES:****APPROVED BY:**


Anish Mahajan, MD
Acting Chief Executive Officer


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