



**BHR** BUREAU OF HUMAN RESOURCES



**OFFICE of EQUITY and HUMAN RIGHTS**  
CITY OF PORTLAND

## Pilot Program Language Pay Differential Request and Approval Form (revised 9/8/21)

### Introduction

On December 16, 2020, Portland City Council unanimously passed [Resolution No. 37525](#) to authorize a Language Pay Differential Policy to compensate qualifying multilingual City employees who use their language skill to assist the community. \$1.00 per hour is added to the base wage of qualifying employees for all hours worked.

The Language Pay Differential Policy includes three different Pathways for applying for the pay differential. Complete this form for Pathways 1 and 2. Please read the three Pathways process descriptions on the front page.

Please refer questions to [HRFrontdesk@portlandoregon.gov](mailto:HRFrontdesk@portlandoregon.gov), the bureau assigned Human Resources Business Partner (HRBP) or call BHR's main line at 503-823-3572.

### Section 1: Pathway Selection

Pathway 1: \_\_\_\_\_

Pathway 2: \_\_\_\_\_

### Section 2: Employee information (completed by employee or manager):

Employee Name \_\_\_\_\_

Employee PERNR \_\_\_\_\_

Employee Phone Number \_\_\_\_\_

Employee Email Address \_\_\_\_\_

\*Union/SAP PSA \_\_\_\_\_

Position Name \_\_\_\_\_

Position Number \_\_\_\_\_

Job Class Name \_\_\_\_\_

Job Class Number \_\_\_\_\_

\*PPA and DCTU union employees are ineligible for the language pay differential at this time due to ongoing contract negotiations.

### Section 3: Bureau confirmation for pay differential:

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Supervisor Title \_\_\_\_\_

**The following sections are to be completed by the Bureau of Human Resources:**

**Section 4: Testing information:**

Testing Agency \_\_\_\_\_ Language(s) \_\_\_\_\_

Test Score \_\_\_\_\_

\*\*Test Result (pass/no pass) \_\_\_\_\_ Retest Date \_\_\_\_\_

\*\*If the employee does not pass the test, they can retest after a 6-month waiting period.

Date testing completed \_\_\_\_\_ Section completed by: \_\_\_\_\_

**Section 5: Pay differential date range:**

Date the pay differential begins\*\*\* \_\_\_\_\_ Date the pay differential ends\*\*\*\* \_\_\_\_\_

\*\*\*Earliest start date is the first day worked after testing is completed.

\*\*\*\*To retain the pay differential, employees must retest and pass a verbal language proficiency test every three years.

**Language Pay Differential Policy Pathways Descriptions**

**Pathway 1**

Pathway 1 is for employees whose City job classifications are public facing, customer service, or community engagement oriented and are included on the Language Pay Differential Job Classification Eligibility List (see below). Employees whose job classification is on the Language Pay Differential Job Classification Eligibility List and whose language is listed on the City/County combined languages list\* can take the verbal language proficiency test. Upon passing the test, the bureau timekeeper will enter the pay differential into SAP on the effective date.

\*The City/County combined languages list is found on the [Office of Equity and Human Rights' Language Access webpage](#).

**Pathway 2**

Pathway 2 allows managers/supervisors to assign additional positions that they have identified as benefitting from a language skill based on community need, and that are not included on the Language Pay Differential Job Classifications Eligibility List.

**Pathway 3**

If an employee is deemed ineligible for the language pay differential through Pathways 1 and 2, but they believe they should be eligible because their language skill removes barriers for community and brings value to the institution, they can appeal through Pathway #3.

## Language Pay Differential Job Classification Eligibility List (as of 8/6/2021)

Classification Title	Representation
Analyst Series – Includes I, II, III	Non-Rep
Coordinator Series – Includes I, II, III, and IV	Non-Rep
311 Customer Service Operator	DCTU
Customer Account Specialist	DCTU
Development Services Trainee	PTE17
Development Services Technician I	PTE17
Development Services Technician II	PTE17
Emergency Communications Call Taker	BOEC/AFSCME
Emergency Communications Fire Dispatcher	BOEC/AFSCME
Emergency Communications Police Dispatcher	BOEC/AFSCME
Housing Community Outreach & Information Rep	AFSCME
Housing Loan Coordinator	AFMSCME
Seasonal Park Ranger	PCL
Park Ranger	PCL
Peer Support Specialist	Non-Rep
Police Officer	Portland Police Association
Public Safety Support Specialist	Portland Police Association
Recreation Coordinator	Recreation (Local 483)
Recreation Leader	Recreation (Local 483)