



**BHR** BUREAU OF  
HUMAN  
RESOURCES



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

The City's [Language Pay Differential Policy](#) includes three Pathways for employees to be considered for the language pay differential. The Pathway descriptions and processes for each are below. City employees and managers/supervisors are to select the applicable Pathway for eligibility.

If you have any questions, contact:

- Bureau Human Resources Business Partner
- 503-823-3572
- or email [HRfrontdesk@portlandoregon.gov](mailto:HRfrontdesk@portlandoregon.gov)

### **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. 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. Passage of the verbal language proficiency test is required to receive the language pay differential. The pay differential is \$1.00 per hour added to the base wage of qualifying employees for all hours worked.

*Follow these steps for Pathway 1:*

Step 1:

- a. Employee verifies their City job classification is on the [Language Pay Differential Job Classification Eligibility List](#).
- b. Employee verifies their language(s) listed on the [City/County combined languages list](#).
- c. If the employee's classification and language are listed, proceed to Step 2 below. If they are not listed, refer to Pathway 2 or 3 for other avenues for consideration.

Step 2:

- a. Employee with eligible classification and language fills out the Language Pay Differential Request and Approval Form and submits it to their bureau manager/supervisor for their review and signature.
- b. The employee's manager/supervisor will send the completed and signed application form to the Bureau of Human Resources (BHR) at: [HRfrontdesk@portlandoregon.gov](mailto:HRfrontdesk@portlandoregon.gov) for processing.

Step 3:

- a. Human Resources will contact the employee to schedule their verbal language proficiency test with the City's designated testing contractor.
- b. Following the test, Human Resources will notify the employee and their supervisor of the results. Results are recorded by Human Resources in the employee's personnel file.

Step 4:

- a. If the employee passes the test, Human Resources will share the results with the bureau timekeeper, and the pay differential will be activated in SAP. The earliest start date is the first day worked after testing results are recorded.

- b. To retain the pay differential, employees must retest and pass a language proficiency test every three years.

## **PATHWAY 2**

Pathway 2 allows managers/supervisors to designate additional and existing positions they have identified as benefitting from a language skill based on community need; or create new positions with a language skill designation (since newly designated, they may not be listed on the Language Pay Differential Job Classifications List).

*Managers/supervisors can follow these steps for Pathway 2 to have additional positions considered for the Language Pay Differential:*

### **Step 1:**

For existing positions:

- a. The manager/supervisor speaks with the employee currently holding the position for consideration about testing for the language pay differential.
- b. The manager/supervisor completes and submits the Language Pay Differential Request and Approval Form to the Bureau of Human Resources (BHR) at: HRfrontdesk@portlandoregon.gov for processing.

Managers/supervisors can also create/designate a new position which can be eligible for the pay differential. For newly created language skill desired designated positions:

- a. The manager/supervisor follows bureau process for creating new positions and uses HR approved language pay differential recruitment text for job posting.
- b. Once position is filled manager/supervisor completes and submits the Language Pay Differential Request and Approval Form to the Bureau of Human Resources (BHR) at: HRfrontdesk@portlandoregon.gov for processing.

### **Step 2:**

- a. Human Resources will contact the employee to schedule their verbal language proficiency test with the City's designated testing provider.
- b. Following the test, Human Resources will notify the manager/supervisor and the employee of the test results. Results are recorded by Human Resources in the employee's personnel file.

### **Step 3:**

- a. If the employee passes the test, Human Resources will share the results with the bureau timekeeper, and the pay differential will be activated in SAP. The earliest start date is the first day worked after test results are recorded.
- b. To retain the pay differential, employees must retest and pass a language proficiency test every three years.

## **PATHWAY 3**

If an employee is not deemed eligible for the language pay differential through Pathways 1 or 2, but they believe that their language skill removes barriers for community and brings value to the institution, they can appeal through Pathway 3.

*Follow these steps for Pathway 3:*

- The employee fills out the Language Pay Differential Employee Appeal Form and submits it to the Office of Equity and Human Rights for review.
- The employee and their bureau manager/supervisor will be notified of the results of the review. If approved, Human Resources will contact the employee to schedule their verbal language proficiency test with the City's designated testing provider.
- Following the test, Human Resources will notify the employee and their manager/supervisor of the test results. Results are recorded by Human Resources in a spreadsheet/personnel file.
- If the employee passes the test, Human Resources will share the results with the bureau timekeeper, and the pay differential will be activated in SAP. The earliest start date is the first day worked after testing results are recorded.
- To retain the pay differential, employees must retest and pass a language proficiency test every three years.