

Procedure #4102
Title: <b>BILINGUAL/MULTILINGUAL/SIGN LANGUAGE DIFFERENTIAL PAY</b>
Category: Personnel
Date of Initial Approval: April 30, 2024
Revision/Reauthorization Dates:
Reviewers: Department Supervisors

## I. PURPOSE

In some of MSA's new bargaining contracts/employee plans (AFSCME, MAPE, SRSEA, Commissioner's Plan, and Managerial Plan) for the 2023-2025 contract cycle, there are stipulations to provide differential pay for staff who are bilingual, multilingual, and/or have sign language/Braille skills **and** are required to communicate with the public as part of their duties. This procedure clarifies which positions those stipends apply to, and the minimum expectations required for staff to qualify for those stipends.

## II. CRITERIA AND DEFINITIONS

1. **Positions serving the public** are defined as those who communicate with our students, parents/families, school districts, and/or vendors using bilingual skills (ASL, English, and/or another language). Although Braille is not a language, Braille skills are also included in the contractual language in some contracts for this differential pay.

Employees who perform duties as defined above throughout their work shifts (or if they are required to be available upon request during their work shifts) will be eligible for the full biweekly stipend. Otherwise, the employee must keep a record of hours and communicate with their supervisor to receive the hourly stipend.

2. For the purposes of this procedure/stipend, "**communication with the public**" means formal communication required within the employee's position description between our employees and the public. Some examples of this include:
  - a. providing access to language/communication within the classroom IEP services, and/or school sponsored activities (the employee must actually produce/provide the communication – handing the student a Braille document or providing them with an ASL video is not sufficient).
  - b. presentations and booths in ASL (and/or other languages) for external stakeholders;
  - c. information sharing with parents, families, and community members (i.e., public forums, town hall meetings, open houses, interviews)

Communication between employees or incidental conversations with parents/families or external stakeholders during events are not considered "public communication."

3. ASL proficiency is evaluated using the SLPI and qualifications for the differential pay are based on meeting the minimum expectations for each position as defined in MSA Policy #443.
4. English proficiency is determined by meeting the minimum educational qualifications for each position as defined in the job posting.
5. Qualifications and position expectations in Braille and languages other than English/ASL will be determined on a case-by-case basis through the superintendent's office. External experts may be consulted to support this process.

**III. PROCESS**

The Human Resources department will review all position descriptions for positions that are identified as "serving the public" and ensure that all descriptions include the requirement for proficiency in ASL, Braille, and/or other languages.

Staff members in those positions will be evaluated to ensure their qualifications for differential pay. Upon meeting the qualifications, they will receive differential pay as outlined in their bargaining contract.