



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: JANUARY 6, 2020**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE BILINGUAL OR SIGN LANGUAGE DESIGNATION POLICY (V-16).

ISSUE:

Approve revisions to the Bilingual or Sign Language Designation Policy (V-16).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Workplace Bilingual or Sign Language Designation Policy (V-16).

BACKGROUND:

The Bilingual or Sign Language Designation Policy was last revised in July 2006. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed for content and form.

DISCUSSION

The updated policy includes revisions that establish uniform guidelines for properly designating bilingual or sign language positions within the City of Riverside. The policy clarifies that employees are only to utilize their bilingual skills as part of their regular day-to day duties with members of the public who are seeking City services and employees are not expected to provide interpreting services at City events. In addition, the policy was updated to clarify that salary premiums will be paid in accordance with each applicable Memorandum of Understanding (MOU). Finally, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

The policies were reviewed by City Management and a City-Wide Policy Committee for their concurrence with policy changes.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by:	Stephanie Holloman, Human Resources Director
Approved by:	Rafael Guzman, Assistant City Manager

Attachments:	Bilingual or Sign Language Designation (V-16)
--------------	---