

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH

Request for Bilingual Differential or Selective Certification for Bilingual Skills

I. THIS IS A REQUEST FOR A _____ LANGUAGE DIFFERENTIAL TO BE AUTHORIZED FOR:

Check One:

A regular employee to receive a Bilingual Salary Differential Job Title: _____

Employee Name: _____ Employee #: _____ SS #: _____ - _____ - _____

A vacant position to be Selective Certification for a Bilingual/Sign Language differential

Job Title: _____ Previous Regular Incumbent: _____

II. I certify the employee named or the person selected to fill the vacant position is/will be frequently called upon, as part of the regular duties to:

Check One:

Speak

Use Sign Language at Level II

Speak, Read and Write

Use Sign Language at Level I

Site Administrator Approval/Signature: _____

Title: _____

Location: _____ Date: _____

INFORMATION FOR SITE ADMINISTRATORS AND EMPLOYEES

What is a bilingual salary differential? This is a differential authorized for regular employees if they are frequently required to (a) converse fluently in a non-English language or use sign language at Level II proficiency, or (b) speak, interpret and write a non-English language fluently or use sign language at Level I proficiency. The employee must have passed the appropriate bilingual skills test. This differential becomes effective on the first day of the pay period following approval by the Classified Employment Transaction Services Branch.

Only regular status classified employees may qualify for a bilingual salary differential. Please refer to Personnel Commission Rule 588 or the appropriate collective bargaining agreement for amounts of bilingual salary differentials and other information.

Bilingual salary differentials are based on 160 hours per pay period and shall be prorated according to the number of hours in an employee's basic assignment and are included in the employee's hourly rate.

A salary differential for bilingual proficiency is temporary. Employees will receive it only as long as they remain in the same position. If the employee changes position, moves to a new location, promotes, demotes, etc., a new approval for a differential must be obtained unless the employee is reassigned to a position that has already been approved for bilingual salary differential skills.

What is Selective Certification for Bilingual Skills? This occurs when an appointing authority declares that all future incumbents must have bilingual skills to fill a vacant position. In this instance, only those persons on eligibility list who have passed the appropriate bilingual skills test will be certified for consideration. This differential becomes effective immediately upon assignment. Once a position has been authorized for selective certification, the certification remains valid until the site administrator requests removal. (To remove selective certification the site administrator should forward a memo to the Classified Employment Transaction Services Branch.)

Funding is charged to the user's budget. (Any concern or question please contact budget services/fiscal specialist regarding bilingual differential.)

Testing: The employee must demonstrate bilingual proficiency by passing a bilingual skills test which can be arranged by calling the Personnel Selection Branch. Please call (213) 353-4200 for the sign language test. If a person is successful, the results are valid indefinitely and the employee will not have to retest.

TO REQUEST A BILINGUAL DIFFERENTIAL OR SELECTIVE CERTIFICATION, THE SITE ADMINISTRATOR SHOULD COMPLETE THE TOP OF THIS FORM AND FORWARD IT TO THE CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH, BEAUDRY BUILDING, 12th FLOOR OR FAX TO (213) 241-6808.

FOR CLASSIFIED EMPLOYMENT TRANSACTION SERVICES BRANCH USE ONLY

Request for a Bilingual Salary Differential for _____ Language

Date the Employee passed Examination: Oral _____ Written _____

- Speak or Use Sign Language at Level II
- Speak, Read or Write or Use Sign Language at Level I
- Selective Certification for Approved Vacant Position** **Bilingual Certification Approved**

Effective Date _____

Not Approved Reason _____

Signature of Human Resources Officer

Date