City of Long Beach
Department of Human Resources

PERSONNEL POLICIES AND PROCEDURES

Subject: **SKILL PAY** **Effective: 10/31/88**
Revised: 9/14/01

Number: **3.2**

I. POLICY STATEMENT

An employee shall be paid additional compensation on a per diem or an hourly-rate basis when regularly assigned to and performing an occupational skill and/or when possessing a valid certification, registration or license as specified in the Salary Resolution.

II. PROCEDURES

A. Eligibility

An employee is eligible for a particular skill pay when regularly assigned to and performing the occupational skill and/or when possessing the valid certification, registration or license as specified for the position designated in the Salary Resolution.

B. Hourly Skill Pay

1. Requirements - An employee shall be paid the designated hourly skill pay when assigned to regularly perform the specified skill on a daily basis and when possessing the valid certification, registration, or license required.

2. Adding Hourly Skill Pay - In order to receive an hourly skill pay, a department shall complete and process a "Personnel/Payroll Transaction" form (HR-1) in accordance with the procedures in the Payroll-Personnel System manual. If the employee is remaining in the same classification and grade, a "Personnel Requisition" form is not required. Hourly skill pay is designated in the Salary Resolution by a specific occupation code and position title. The occupation code will ensure that the hourly rate also includes the skill pay. Skill pay is automatically paid for all "paid" hours (hours worked, sick leave and vacation). Refer to Sections B-4 and B-5 for processing shorthand or bilingual skill pay.

3. Deleting Hourly Skill Pay - To delete an hourly skill pay a department shall process a "Personnel/Payroll Transaction" form (HR-1). This

occurs when an employee is no longer assigned to and regularly performing a specified skill on a daily basis and/or fails to renew or maintain a valid certification, registration, or license as required.

4. Shorthand Skill Pay - An employee is eligible to receive shorthand skill pay if an assignment requires the regular and frequent use of shorthand, and the employee uses the shorthand skills not less than 20 hours per month. The procedures shall govern the program:

   - Prior to processing an HR-1, a "Shorthand Skill Pay Authorization" form shall be completed by the requesting department and approved by the Department of Human Resources and Affirmative Action; or

   - If an applicant is selectively certified by the Civil Service Department to a position requiring shorthand skills or is hired in an unclassified position requiring those skills, a "Shorthand Skill Pay Authorization" form is not required for that position.

5. Bilingual Skill Pay - An employee is eligible to receive bilingual skill pay if the position requires the use of oral and/or written bilingual skills and the employee uses the bi-lingual skills not less than 15 scheduled hours per month. The following procedures shall govern the program:

   - Eligibility shall be determined by the applicable Memorandum of Understanding or Salary Resolution.

   - An Employee requesting bi-lingual skill pay shall maintain a "Bi-lingual Log" which covers four (4) consecutive workweeks.

   - A "Bi-lingual Skill Pay Authorization Request" shall be completed by the requesting department and submitted to the Department of Human Resources and Affirmative Action, along with the "Bi-lingual Log".

   - The Department of Human Resources and Affirmative Action will review the request for approval. If it is an initial request, the request will be submitted to the Civil Service Department for employee certification.

   - Once the request is approved and Civil Service certifies the employee for the bi-lingual skill pay or is hired in an unclassified position requiring those skills, the requesting department will process an HR-1.

   - If an applicant is selectively certified by the Civil Service Department

to a position requiring bi-lingual skills, a "Bi-lingual Skill Pay Authorization Request" is not required for that position.

- "Bi-lingual Skill Pay Authorization Request" shall be completed and "Bi-lingual Log" submitted whenever there is a change in assignment requiring bilingual skills. Re-certification is not required by the Civil Service Department.

- Employees may be required to resubmit a Bi-lingual Log every year to verify the continued requirement for bi-lingual skills in the assignment. Each quarter the Department of Human Resources will send departments a printout of employees who are scheduled to complete the log. Once notified, an employee who is receiving bi-lingual skill pay will be required to maintain a "Bi-lingual Log" for one month. Upon completion of the "Bi-lingual Log", the department will send the original to the Department of Human Resources and Affirmative Action for review. If the employee fails to submit the "Bi-lingual Log" by the required due date, or if the bi-lingual skill usage is less than the hours required per month, the bi-lingual skill pay may be revoked.

C. Per Diem Skill Pay

1. Requirements - An employee who is not regularly assigned to perform a specified skill on a daily basis shall be paid the designated per diem skill pay for each workday that the specified skill is performed.

2. Adding Per Diem Skill Pay - An employee shall designate the type of per diem skill pay in the "Remarks" section on the "Daily Labor Time Record" for each day the specified skill was actually performed. A "Personnel Requisition" form or an HR-1 is not required to add per diem skill pay. The department shall enter into the payroll system the appropriate payroll adjustment code with the total dollar amount at the per diem rate for each day the specified skill is actually performed.

III. REFERENCES

A. City of Long Beach Salary Resolution: Section II - Skill Pay

B. Memorandum of Understanding (MOU) between the City of Long Beach and the International Association of Machinists and Aerospace Workers: Article Two, Section III – Skill Pay

C. MOU between the City of Long Beach and the Long Beach Association of Engineering Employees: Article Two, Section III – Skill Pay.

D. MOU between the City of Long Beach and the Long Beach Association of Confidential Employees: Article II, Section III – Skill Pay

E. MOU between the City of Long Beach and the Long Beach Lifeguards' Association: Article Two, Section VI - Skill Pay

F. MOU between the City of Long Beach and the Long Beach Police Officers' Association: Article Two, Section II - Skill Pay; Section VI - Detective Pay

G. MOU between the City of Long Beach and the Long Beach Firefighters' Association: Article Two, Section II - Paramedic Skill Pay, and Section III – Skill Pay

H. Payroll/Personnel System Procedures Manual: Volume I, Section 5.26 - Adjustment Entry Codes; Volume II, Section 53.8 - Skill Pay; and Section 53.7 - Bilingual Skill Pay.

IV. APPENDICES/FORMS

A. Bilingual Skill Pay Authorization Request (Rev. 9/13/01)

B. Shorthand Skill Pay Authorization Request (Rev. 9/13/01)

C. Bilingual Log (9/13/01)

City of Long Beach
Department of Human Resources

BILINGUAL SKILL PAY AUTHORIZATION REQUEST

This section is to be completed by the requesting department

Check Appropriate Boxes: [ ] Initial Request [ ] Change in Assignment [ ] Recertification

Employee's Name: _____
Dept./Bureau/Division: _____
Job Title:_____
Salary Range:_____Hourly Rate: _____
Assignment: _____
Supervisor's Name/Phone Number: _____
Language: _____Skill(s) Needed: [ ] Oral [ ] Written
Average Hours Per Month Utilizing Skill: _____ (There are 174 work hours in a month.)

It is requested that the above employee be authorized to receive bilingual skill pay for regular and frequent use of certified oral and/or written bilingual skills. A Bilingual Log is attached covering four consecutive workweeks.

Rationale for Request:

_____
_____
_____
_____

_____ _____
Signature of Department Head or Designee Date

This section is to be completed by the Department of Human Resources

[ ] APPROVED - Employee is authorized to receive bilingual skill pay provided employee is certified by the Civil Service Department and bilingual skills continue to be used in the assignment on a regular and frequent basis. HR-1 effective date is _____.

[ ] NOT APPROVED - Employee is not authorized to receive bilingual skill pay. Reason:

_____
_____

_____ _____
Director of Human Resources Date

This section to be completed by Civil Service Department for initial request only

Oral Bilingual Skill: [ ] Certified [ ] Not Certified [ ] Not Applicable
Written Bilingual Skill: [ ] Certified [ ] Not Certified [ ] Not Applicable

_____ _____
Executive Director of Civil Service Date

Verified entry in HRMS: Initials _____
Date: _____

Original - Department Personnel File
cc: Department of Human Resources
Revised 9/13/01

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BILINGUAL LOG

Personnel Policy and Procedures 3.2 (Skill Pay) requires employees requesting the bilingual skill pay to maintain a log of their bilingual use for four consecutive workweeks and be submitted with the Bilingual Skill Pay Authorization Request. Attach additional sheets if needed.

DATE	TIME	CUSTOMER NAME	PURPOSE OF CONTACT	DURATION (MINUTES)

I certify that the above information is true and correct to the best of my knowledge.

Employee Name (Print) _____ Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____