

## **Recognizing the Value of Bilingualism: Our Bilingual Pay Differential Policy**

At [Company Name], we understand the importance of effective communication in today's globalized world. Employees who possess proficiency in multiple languages enhance our ability to communicate with diverse stakeholders, thereby bringing immense value to our organization. To recognize and reward these language skills, we have established a Bilingual Pay Differential Policy. We believe that investing in our employees' language skills not only benefits them individually but also strengthens our organization as a whole.

### **Eligibility:**

- a. Employees who demonstrate proficiency across the areas of speaking, listening, reading, and writing in a language or languages other than English may be eligible for the bilingual pay differential. Proficiency level will be determined through a formal language assessment conducted by qualified language experts contracted by the company.

### **Bilingual Pay Differential:**

- a. Employees who meet the eligibility criteria will receive a bilingual pay differential. The amount of the differential will be based on the level of proficiency in the target language(s) and the relevance of the language(s) to their job responsibilities. For example:
  - i. An employee with high-level proficiency in another language, including knowledge of technical terminology or jargon that is relevant to their job responsibilities may receive compensation in an amount greater than an employee with basic proficiency.
  - ii. An employee with proficiency in multiple languages that are relevant to their job responsibilities may receive compensation in an amount greater than an employee with bilingual proficiency.
  - iii. An employee utilizing their language skills on a daily basis may receive compensation in an amount greater than an employee utilizing their language skills occasionally (e.g., once a month)
- b. The additional compensation will be added to the employee's base salary, acknowledging the valuable contribution they make to our organization.
- c. The amount of the bilingual pay differential will be reviewed annually and may be adjusted based on factors such as the employee's continued language proficiency and the organization's language needs.

#### Language Proficiency Assessment:

- a. To ensure fairness and accuracy, our language proficiency assessments are conducted by qualified language experts contracted by the company. These assessments evaluate employees listening, speaking, reading, and writing skills in the target language(s).
- b. Periodic reassessments may be required to ensure employees maintain the required proficiency level.

#### Documentation:

- a. Employees who wish to be considered for the bilingual pay differential must submit a formal request to their supervisor or the Human Resources department. The request should include documentation of their language proficiency, such as language certifications, diplomas, or proof of having studied or worked in a non-English speaking country. The company will maintain records of employees' language proficiency assessments and related documentation.

#### Termination of Bilingual Pay Differential:

- a. The bilingual pay differential may be terminated if an employee's language proficiency falls below the required level.
- b. Additionally, if an employee's job responsibilities change and the language(s) for which the differential was granted are no longer relevant, the pay differential may be terminated.

#### Grievances and Appeals:

- a. We understand that misunderstandings or disputes may arise regarding the bilingual pay differential. In such cases, employees who believe they meet the eligibility criteria but have been denied the pay differential may file a grievance through our established grievance procedure.
- b. Similarly, appeals regarding the denial, adjustment, or termination of the pay differential may be submitted through our established appeals process.