



GRAYSON COUNTY

Bi-Lingual Pay Policy

Effective Date: October 1, 2024

PURPOSE: The purpose of this Policy is to establish guidelines regarding Bi-Lingual Pay for Grayson County employees. This Policy will apply to all Full-Time Salaried/Non-Exempt and some Exempt employees. This Policy will not apply to Appointed or Elected Officials, Part-Time, Temporary/Seasonal employees or employees of the Sheriff's Office. *Employees of the Sheriff's Office should refer to GCSO policy regarding bi-lingual pay. (Sheriff's Office includes the following departments: Sheriff's Office, Detention Bureau, Communications and Court Collections).*

Officials are required to notify the Human Resources Department, prior to the beginning of each fiscal year (October 1), of any employees in their department who may qualify for bi-lingual pay.

To receive bi-lingual pay, an employee must pass a language competency examination. Examinations are conducted once a year. Employees who qualify will receive bi-lingual pay at the beginning of the fiscal year (October 1) in the amount of \$46.15 per pay period.

If, after being certified, a reasonable question arises as to the employee's language proficiency, another competency assessment may be required to determine the continuation of bi-lingual certification status.