



Human Resources Division
420 Wakara Way, Suite 105
Salt Lake City, Utah 84108

Bilingual Differential Pay Questionnaire

(To be filled out by Supervisor / Manager)

The bilingual differential pay is given to employees in non-exempt positions who utilize a second language as a regular part of their job. These positions do not interpret and are NOT classified as Interpreters, job code 0133.

The bilingual 5% differential pay only applies to actual hours worked, which excludes holiday, vacation, sick days or other paid absences.

Date: _____

Department Name: _____

Dept Number: _____

Employee Name: _____

ID Number: _____

Job Title: _____

Job Code/FLSA: _____

1. Has the employee been certified with the Customer Service Department to utilize a second language? (Yes/No) _____

If yes, please attach certification and submit it with questionnaire.

If not, please contact Customer Service at 585-8000 to receive instructions on the completion of receiving a certification.

The Certification must accompany this questionnaire before being submitted to HR for review.

2. What percentage of time will the employee be utilizing a second language as part of fulfilling job duties? _____

3. Please provide examples of the type of service the employees will be providing in order to receive the differential pay.

Four horizontal lines for providing examples of service.

Supervisor/Manager Signature

Phone # _____

Email _____

Dept. Head, Service Director
(Budget Approval Authority)

Phone # _____

Email _____

Please FAX or EMAIL the completed form to your Human Resources Service Team.
FAX: 581-5571