

## Electronic Bilingual Designation Form User Guide

### Instructions

**Step 1-** Click on the link to access the electronic Bilingual Designation Form

[https://lf\\_intweb1.rivco.ca.org/Forms/BilingualForm](https://lf_intweb1.rivco.ca.org/Forms/BilingualForm)

**Step 2-** Fill out all the required fields. Fields that are marked with an asterisk. (\*)

### Requestor Information

**RIVCO 1HR** *putting people first* **Bilingual Designation Request**

**Important:** All required fields are marked with a \*  
 Please ensure all required fields are populated before submitting the Bilingual Request Form.

The Bilingual request is for?  From Recruitment  Existing County Employee

Supervisor: \* Abe Manager Phone: \* (951) 955-3500 Date: 11/07/2023 Email: \* amanager@rivco.org  
(xxx) xxx-xxxx Email to receive updates status for BDR

Additional Email: admingroup@rivco.org  
Optional email to receive updates status

Complete this form to validate an employee as bilingual and request Bilingual Pay. This form can also be used to cancel an employee's bilingual pay. Completion of this form will allow electronic reviews/approvals and routing to Human Resources.

- **From Recruitment** should be selected if the candidate selected was a direct result of a bilingual required recruitment.
- **Existing County Employee** should be selected if there is a current employee internal to the Department that is bilingual and the Department would like to request bilingual pay for translations.

Note regarding status updates: The email address listed on the top of the form will be the email address that will receive all the status updates for the bilingual form. HR recommends that the email address listed should be a shared email address that is responsible for tracking all bilingual forms for the Department. You may add up to two email addresses to receive automated status updates on the progress of the form once it is submitted to Human Resources.

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### Section I – Employee Information

**Section I: Employee Information**

Employee First Name: \*  Employee Last Name: \*  Employee ID#: \*

Job Title: \*

Department Name: \*  Second Language Required: \*  Value is required.

<p style="text-align: center;"><b>Bilingual Pay Request *</b></p> <p style="text-align: center;"> <input type="radio"/> New              <input type="radio"/> Change              <input type="radio"/> Cancel  <small>If Canceling proceed to Section IV</small> </p>	<p style="text-align: center;"><b>TAP Employee *</b></p> <p style="text-align: center;"> <input type="radio"/> Yes              <input type="radio"/> No  <small>Is Employee TAP?</small> </p>
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Has the employee previously completed the County of Riverside bilingual exam? \*  Yes     No

If "Yes" Please provide their personal email address \*

Are bilingual skills required to perform essential duties of the job? \*

Will the employee perform bilingual translations at least once a day or 5 times per week either verbally or in writing? \*  Value is required.

**Validate Employee as Bilingual (Check Level Required)**

- \*  **Level 1** (BC1): Employee communicates verbally in a second language as a requirement of their position.
- Level 2** (BC2): Employee communicates both verbally and in writing in a second language as a requirement of the position.
- Level 3** (BC3): Employee communicates complex technical, medical, **AND** legal information in a second Language.

- Fill in the employee information, language requested, type of request, and level requested.



**Tip:** If you enter the employee ID first, the First Name, Last Name and Job Title fields will auto populate.

- Complete the request type (New, Change, Cancel), and whether the employee is TAP.
  - If you mark "YES" under TAP Employee, you will be required to select the specific Department the employee will be assigned to.
- If the employee has previously completed the County of Riverside bilingual exam answer "yes" and enter the employee's personal email address. The HR Test Administrator will use the personal email research the previous exam results.
- Answer questions regarding the language requirements.
- Select the Level being requested.

**Note:** Spanish is the only language that can be compensated up to level 3. Other languages are only eligible for bilingual level I compensation.

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### Section II - Justification

**Section II: Justification**

Please provide a detailed explanation for bilingual compensation. Explanation must include: Type of translation being used (verbal or written), essential duties requiring bilingual skills, and the frequency in which the use of a second language is required. \*

Note: Must enter text in field above, even if your uploading the Justification. (Example: Justification uploaded)

Upload Justification

Justification Upload

File types that are allowed "pdf, doc, docx"

**To avoid delays in the approval process, provide a clear and detailed explanation for the bilingual requirement.**

- Provide a brief summary or justification regarding the need for bilingual translations. You also have the option to upload the justification in document form. The acceptable file types are .pdf, .doc, .docx only.

### Section III – Testing Information

This section is **ONLY** required if the **Request is From Recruitment**.

**Section III: Testing Information**

Upload the employee's certification or proof of passing test scores using the Exam Results Upload below. Certification/proof is available from the HR Recruiter.

**Effective Date: \***

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Must be a beginning of a pay period or date of hire if hired from a bilingual list. Cannot precede date tested.

**Upload Results \***

Exam Results Upload

File types that are allowed "pdf, doc, docx"

- When a request is for an employee *From Recruitment* you will complete the same steps on the form as *Existing County Employee* as well as Section III with an effective date and upload results.
- When selecting an effective date it must be on a pay period or the employee's date of hire.
  - Please note that the effective date cannot precede the date tested.

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- A certificate will be provided by the recruiter (sample below). The certificate must be uploaded under *Upload Results*.
  - o If the recruitment is a mass recruitment, the recruiter may provide a spreadsheet with a list of names that passed the bilingual exam from the recruitment. This may substitute for the certificate.
  - o Please ensure that the document is in an acceptable format to upload; .PDF, .DOC., .DOCX.

**Step 3-** Acquire signature from Reviewer (optional), Manager and Department Head.

### **Section IV - Department/Service Team Approval**

#### Section IV: Department/Service Team Approval

#### Submission Departmental Approval Information

**Important Notice:**

The "**Save as Draft**" is now only to be used by the employee populating the form to save his/her work without losing the data already inputted who is not ready to send it to a Reviewer / Approving member of their internal Department. The "**Save as Draft**" email is not to be passed around your "Internal Department" for reviewing or approving the form. There is now an "Internal Department" process to review and get the required signatures by your department before submitting the form to Human Resources.

Below is the explanation of the different types of "Internal Department" Approval Paths

- o **Reviewer** - Employee to review or add additional information such as Budget/Finance, Administration. (Optional)
- o **Manager** - The Department Manager that needs to Sign and Approve the Form before sending to Department Head / Designee.
- o **Additional Approver** - Employee to Sign and Approve the form before sending to Department Head / Designee. (Optional)
- o **Department Head** - The Department Head or Designee that is required to Sign and Approve Form and submit to Human Resources.

**Note:** "Reviewer" / "Additional Approver" are Optional and may be skipped in the process unless your department process requires them to review or approve the form before sending to the Department Head / Designee for submission to Human Resources. Department Head / Designee is the last step in the "Internal Department" Process.

Departmental Review / Approval \*  Reviewer  
 Manager

This option will send the form to the next employee for reviewing and or approving the process for your **Department**. (ex: Budget/Finance, Additional reviewer, Manager, Etc.)

**Note:** This will not submit the form to HR for the approval process. This is for your Departmental process.

Assign To: \* Department Name must be populated, or field will be blank.

Send to Manager

Save as Draft

**NOTE:** If the reviewer/manager's name is not listed, please have the individual contact the RCIT Helpdesk at <https://rivcoitprod.service-now.com/> or (951) 955-9900 and have them request a Laserfiche Forms Participant license.

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- Once you have completed the form, you're ready to seek approvals from your departmental reviewers, hiring managers and Department heads. You will have two options to choose from, Manager and Reviewer.
  - o Please note that each Department has different approval process flows and levels of approvals for bilingual requests. If you are unsure of who needs to sign off, please check with your administration.
- Select "Reviewer" if there's an employee that needs to review the form before sending the form to the manager. This is likely someone in an administrative unit within your department.
- Select "Manager" if the next person to approve the form is your direct supervisor or manager.
- Next, select the name of the reviewer or manager that you are sending the form to. The *assign to* box will have a drop-down of the reviewers and managers. Once you select the appropriate reviewer/manager, depending on your department's process, you have the option to send to manager, send to reviewer or save as draft.

**IMPORTANT:** If the reviewer or manager's name is not listed, please have the individual contact the RCIT Helpdesk at <https://rivcoitprod.service-now.com> or (951) 955- 9900. They need to request a *Laserfiche Forms Participant license*.

- If you submit the form to the reviewer/ manager, an email notification will be sent to them requesting their review or approval. An example of the email is below.

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ACTION REQUIRED: New - Bilingual Designation Form for Brian Arcinas needs approved



lfforms@rivco.org  
To Arcinas, Brian

Reply Reply All Forward Wed 10/18/2023 3:54 PM

**Arcinas, Brian:**

You have been assigned a **manager** task for your department to Sign and Approve a New - Bilingual Designation for Brian Arcinas, BDR# 6295.

Please Click the link below to login to Laserfiche to Sign and Approve accordingly.

[Click here to open this task in Forms.](#)

If the manager has a Rivco.org account, they will simply click on Windows Authentication button and be automatically directed to the form.

If the reviewer/manager does not have a rivco.org account they need to login to Laserfiche by entering **rivco\username** in the user name and their password.

- When the reviewer/manager is ready to view the form, the reviewer/manager must simply click on the link and a Laserfiche login will appear.
  - o If the manager has a rivco.org account, they will simply click on Windows Authentication button and be automatically directed to the form.
  - o If the reviewer/manager does not have a rivco.org account they need to login to Laserfiche by entering rivco\username in the user name and their password.
- Once the manager has reviewed the information on the form is ready to sign, they will click the certify box then click *Sign* to create an electronic signature, then select the current date.

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### Manager's Signature

**Certify\*** I certify that this position requires bilingual skills and meets the required conditions set forth in the applicable MOU or Management Resolution.

Manager's Signature/Designee: \* 
 Date: \*

### Manager Approval Information

**Important Notice:**

- o Reviewer - Employee to review not approve Form. (Ex. Financials. Etc.) (Optional)
- o Additional Reviewer - Employee who may approve/sign Form. (Optional)
- o Department Head - The Department Head that needs to Sign and Approve Form.

**Note:** Reviewer and Additional Reviewer are optional and may be skipped in the process unless your department process requires them to approve, sign, or review the form before submitting to the Dept Head/Designee for approval.

Departmental Review / Approval \*
  Reviewer
  Additional Reviewer
  Department Head

This option will send the form to the next person for reviewing and or approving for your Department. (ex: Reviewer, Additional reviewer, Manager, Etc.)  
**Note:** This will not submit the form to HR for the approval process. This is for your Departmental process.

Assign To: \*

**NOTE:** Please review your department's internal process for the appropriate time for sending the form for Department Head signature.

Comments 2000 characters text

**NOTE:** If the reviewer/manager's name is not listed, please have the individual contact the RCIT Helpdesk at <https://rivcoitprod.service-now.com/> or (951) 955-9900 and have them request a Laserfiche Forms Participant license.

- At this point the manager is ready to send to the form to the next person for signature. There are three options for the Department Review and Approval: Reviewer, Additional Reviewer and Department Head.
  - o Select *Reviewer* if you would like an individual to review the form such as a person from the Finance Department.
  - o Select *Additional Reviewer* if there is someone else that needs to sign and approve the form prior to sending the form to the Department Head.
  - o Select *Department Head* to forward the form to your Department Head to sign and approve.

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**IMPORTANT:** In the event the name of the Reviewer, Additional Reviewer, or Department Head you wish to send to is not listed please have the individual contact the RCIT Helpdesk at <https://rivcoitprod.service-now.com/> or (951) 955- 9900. They must request a *Laserfiche forms Participant license*.

- In the example below, the Department Head is the next signature, and had been selected from the drop-down in the *Assign To* list.
  - o Please review your department’s internal process for the appropriate time for sending the form for Department Head signature.
- Optionally, you may add comments and then Submit.

### Department Head Signature

The screenshot shows the 'Department Head Signature' section of the form. It includes a 'Certify' checkbox with a red asterisk, followed by the text 'I certify that this position requires bilingual skills and meets the required conditions set forth in the applicable MOU or Management Resolution.' Below this are two input fields: 'Department Head Signature/Designee:' with a red asterisk and a 'Date:' with a red asterisk. The signature field contains the text 'Sign' and the date field contains a calendar icon. Below these fields is a large text area labeled 'Comments' with a '2000 characters left' indicator. At the bottom of the form are two buttons: 'Submit to HR' (blue) and 'Cancel Request' (red).

- The Department head will receive an email notification similar to the hiring manager and must follow the same steps to access and review the form.
- Once the form reaches the final level approval, the form is submitted and routes to HR to continue and complete the bilingual process.



## **BILINGUAL VALIDATION/PAY REQUEST PROCEDURES**

(Applies Only to Employees in SEIU, LIUNA, and Management, Confidential and Other Unrepresented Units)

Employees currently receiving bilingual pay will continue to receive their current rate of pay (\$.25 per hour for Class 1 or \$.50 per hour for Class 2 for all hours worked) as long as they continue in their current position and meet the former requirements for bilingual pay (Class 1: perform bilingual translation as a part of their job function and regular duties at least 10% of the time; Class 2: perform bilingual translation before an officially convened court, appeals board, commission or hearing body in addition to their regular duties, or assigned to a position designated as requiring bilingual skills 50% or more of the time) or until their position is designated by their department as requiring/desiring a higher level of bilingual skill.

Departments may now designate positions as bilingual positions and eligible for one of the new levels of bilingual compensation. To qualify for the new compensation, departments must verify that their position(s) require the use of a second language at least five times per week or once per day. Employees hired into these positions must have their bilingual skills certified to receive the new bilingual compensation.

### **Levels and Compensation:**

- Level 1:**     **Basic oral communication;** employees at this level perform bilingual translation  
Compensation:     \$.50 per hour worked
  
- Level 2:**     **Task completion;** employees at this level perform bilingual translation, as well as written translation  
Compensation:     \$.75 per hour worked
  
- Level 3:**     **Complex written translation, and medical and legal interpretation;** employees at this level perform complex verbal and written translation  
Compensation:     \$1.00 per hour worked

Payments will be prorated based on the hours worked.

### **Procedures:**

To establish positions as eligible for one of the new bilingual levels, departments must designate a position as eligible for bilingual pay at either Level 1, 2 or 3 by completing the Bilingual Validation/Pay Request Form and sending it to their designated Human Resources Services Manager for approval.

**Vacant Positions:**

If the position is vacant, the Candidate Requisition Form (CRF) must be included to initiate the recruitment. Human Resources will conduct the recruitment, test applicants for bilingual skill level and other skills, and refer for hiring consideration only those applicants that pass the required tests.

**Current Employees:**

Qualified employees, whose positions are designated by their department as requiring/desiring bilingual skills, may test for the higher skill levels if required by their department. Departments requiring this must complete the Bilingual Validation/Pay Request Form indicating the employee to be tested, and send it to their designated Human Resources Services Manager. The Human Resources Testing Center will make arrangements for the testing and will notify the department and employee of the results. Employees will receive the new bilingual compensation at the beginning of the pay period following certification of the higher level skill.