City of Long Beach
Department of Human Resources

PERSONNEL POLICIES AND PROCEDURES

Subject: **SKILL PAY** **Effective: 10/31/88**
Revised: 10/03/08

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; 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 following conditions are met:

   (1) The employee is assigned to a position that has frequent or significant interactions with the public for the majority of the employee's regular, daily course of duty or is a first-line emergency responder and the Department Head has determined the assignment will benefit from bilingual ability; and

   (2) The employee has certified oral and/or written bilingual capacity in English and an additional eligible language. Eligible languages include Spanish, Khmer, Tagalog, Vietnamese, Samoan, American Sign Language (when interaction with the public is in-person, face to face) or other languages designated by the City Manager or other appointing authority.

   Bilingual skill pay shall also be paid on a per diem basis to those who are certified by Civil Service and who use bilingual skills of a language deemed necessary by the City Manager or other appointing authority and the Department Head on an as-needed basis.

   The following procedures shall govern the program:

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

     A "Bilingual Skill Pay Authorization Request" shall be completed by the requesting department and submitted to the Department of Human Resources.

- The Department of Human Resources 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 initial request is approved and Civil Service certifies the employee for the bilingual skill pay, the requesting department will process an HR-1.

- If an applicant is selectively certified by the Civil Service Department to a position requiring bilingual skills, a "Bilingual Skill Pay Authorization Request" is not required for that position.

- A "Bilingual Skill Pay Authorization Request" shall be completed whenever there is a change in assignment requiring bilingual skills and requiring frequent and/or significant interactions with the public. Recertification is not required by the Civil Service Department if proof of prior certification can be provided.

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 17 - 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 Two, Section III & Section IX - Skill Pay

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

F. MOU between the City of Long Beach and the Long Beach Police Officers' Association: Article Two, Section VIII - Bilingual Pay

G. MOU between the City of Long Beach and the Long Beach Firefighters' Association: Article Two, Section VII - Bilingual Pay

H. Human Resource Management Manual System Volume II - Section 22.6.3

IV. APPENDICES/FORMS

A. Bilingual Skill Pay Authorization Request (Rev. 10/02/08)

B. Shorthand Skill Pay Authorization Request (Rev. 10/06/08)