



Ensure that the most current form is submitted. Refer to EMACS Forms/Procedures website.

BILINGUAL ASSESSMENT AND COMPENSATION REQUEST NON-REGULAR TEAMSTERS Level I (Verbal), Level II (Written), or Level III (Technical)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Address, City, State, Zip Code			
Home Telephone		Business/Message Telephone	
Position No.	Classification Group		
	<input type="checkbox"/> LVN Per Diem <input type="checkbox"/> Contract RCP II <input type="checkbox"/> Medical Imaging* <input type="checkbox"/> Per Diem Teamsters*		
Union Code	Job Code	Job Code Title	
Company	Department/Division		Department ID
Level Requested			
<input type="checkbox"/> I - Verbal Translation <input type="checkbox"/> II - Written Translation ** <input type="checkbox"/> III – Technical (Medical / Legal) Translation**			
Language Required			Effective Date <small>(first day of Pay Period)</small>
Previously Tested <input type="checkbox"/> Yes <input type="checkbox"/> No	Test Type <input type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Technical		Date of Previous Test
Department Contact (Print Name and Title)		Mail Code	Telephone
Appointing Authority or Designee Signature		Telephone	Date
Payroll Specialist (Print & Sign)			Telephone

Office Use Only

EMPLOYMENT DIVISION CERTIFICATION

<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Comments:	
Written Test Date: <input type="checkbox"/> Pass <input type="checkbox"/> Fail		Oral Test Date: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Human Resource Signature:			Date:
Earn Code: <input type="checkbox"/> BLV – Verbal 0.62/hr. <input type="checkbox"/> BLW – Written 0.69/hr. <input type="checkbox"/> BLT – Technical 0.75/hr.			

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

*DISTRIBUTION: Completed Request** - Employment@hr.sbcounty.gov*

Approved Request – EMACS-HR and designated Payroll Specialist

* Please refer to Appendix F and Appendix G of the 2023-2027 Teamsters MOU regarding the eligible job classifications.

** A Bilingual Questionnaire/Justification form must be completed for processing Level II and III translation requests.