

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



## BILINGUAL COMPENSATION REQUEST Level I (Verbal)

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>		
<b>Address, City, State, Zip Code</b>				
<b>Home Telephone</b>			<b>Business/Message Telephone</b>	
<b>Position No.</b>	<b>Position Type</b>			
	<input type="checkbox"/> Regular <input type="checkbox"/> Recurrent <input type="checkbox"/> Extra-Help <input type="checkbox"/> Contract			
<b>Union Code</b>	<b>Job Code</b>	<b>Job Code Title</b>		
<b>Company</b>	<b>Department/Division</b>			<b>Department ID</b>
<b>Language Required</b>				<b>Effective Date</b> <small>(first day of Pay Period)</small>
<b>Department Contact (Print Name and Title)</b>			<b>Mail Code</b>	<b>Telephone</b>

**Note:** Certain departments require assessment through an oral examination

The appointing authority's signature below certifies the above-named employee has satisfactorily performed bilingual verbal translation in this department.

<b>Appointing Authority or Designee Signature</b>	<b>Telephone</b>	<b>Date</b>
<b>Payroll Specialist (Print &amp; Sign)</b>		<b>Telephone</b>

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

**Office Use Only**

### EMPLOYMENT DIVISION CERTIFICATION

<input type="checkbox"/> Approved <input type="checkbox"/> Denied		<b>Comments:</b>	
Written Test Date:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	Oral Test Date:	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Billed Date:	Billed Date:	Billed Date:	Billed Date:
Human Resource Signature:			Date:

Earnings Code: BL2 – Verbal	Action: Pay Rate Change	Reason: Assign Additional Pay
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This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

<b>Keyed By</b> <small>(Employee ID)</small>	<b>Date</b>
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*DISTRIBUTION: Original – Employment-HR (0440)*