

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CLASSIFIED EMPLOYMENT SERVICES BRANCH

**Request for Bilingual Differential or Selective Certification for Bilingual Skills**

TO REQUEST A BILINGUAL DIFFERENTIAL OR SELECTIVE CERTIFICATION, THE AUTHORIZED DIVISION/SITE ADMINISTRATOR SHOULD COMPLETE THIS FORM AND FORWARD IT TO THE CLASSIFIED EMPLOYMENT SERVICES BRANCH, BEAUDRY BUILDING, 12<sup>th</sup> FLOOR OR FAX TO (213) 241-6808.

THIS IS A REQUEST FOR A \_\_\_\_\_

LANGUAGE DIFFERENTIAL TO BE AUTHORIZED FOR:

Check One:

\* A regular employee to receive a Bilingual Salary Differential

Job Title: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Person ID/Employee # \_\_\_\_\_

\* A vacant position to be Selective Certification for a Bilingual/Sign Language differential

Job Title: \_\_\_\_\_

Previous Regular Incumbent: \_\_\_\_\_

I certify the employee named or the person selected to fill the vacant position is/will be frequently called upon, as part of the regular duties to:

Check One:

\* Speak

\* Speak, Read and Write

\* Use Sign Language at Level II

\* Use Sign Language at Level I

Authorized Division/Site Administrator Approval/Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Location: \_\_\_\_\_ Local District/Division

Date: \_\_\_\_\_

**INFORMATION FOR SITE ADMINISTRATORS AND EMPLOYEES**

What is a bilingual salary differential? This is a differential authorized for regular employees if they are frequently required to (a) converse fluently in a non-English language or use sign language at Level II proficiency, or (b) speak, interpret and write a non-English language fluently or use sign language at Level I proficiency. The employee must have passed the appropriate bilingual skills test. This differential becomes effective on the first day of the month following approval by the Classified Employment Services.

Only regular status classified employees may qualify for a bilingual salary differential. Please refer to Personnel Commission Rule 588 or the appropriate collective bargaining agreement for bilingual salary differential rates and other information.

Bilingual salary differentials are based on hours per day shall be prorated according to the number of hours in an employee's basic assignment.

**A salary differential for bilingual proficiency is temporary. Employees will receive it only as long as they remain in the same position. If the employee changes position, moves to a new location, promotes, demotes, etc., a new approval for a differential must be obtained unless the employee is reassigned to a position that has already been approved for bilingual salary differential skills.**

What is Selective Certification for Bilingual Skills? This occurs when an appointing authority declares that all future incumbents must have bilingual skills to fill a vacant position. In this instance, only those persons on eligibility list who have passed the appropriate bilingual skills test will be certified for consideration. This differential becomes effective immediately upon assignment. Once a position has been authorized for selective certification, the certification remains

valid until the site administrator requests removal. (To remove selective certification the site administrator should forward a memo to the Classified Employment Services Branch.)

Funding is charged to the user's budget. (Any concern or questions please contact the budget services/fiscal specialist regarding bilingual differential.) For Food Services classifications, the user's budget is managed and authorized by Food Services Division.

Testing: The employee must demonstrate bilingual proficiency by passing a bilingual skills test which can be arranged by calling the Talent Acquisition and Selection Branch. Please call (213) 241-3455 for the sign language test. If a person is successful, the results are valid indefinitely and the employee will not have to retest.

I have read the information above. Please initial: Employee \_\_\_\_\_ Authorized Administrator \_\_\_\_\_

**\*PC6421\***

**Request for Bilingual Differential or Selective Certification for Bilingual Skills**

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Request for Bilingual Salary Differential for: \_\_\_\_\_ Language. \_\_\_\_\_

**FOR CLASSIFIED EMPLOYMENT SERVICES BRANCH USE ONLY**

Date the employee passed the examination: Oral \_\_\_\_\_  
Written \_\_\_\_\_

\* Speak or \* Use Sign Language at Level II  
\* Speak, Read or Write or \* Use Sign Language at Level I

\* **Selective Certification for Approved Vacant Position** \* **Bilingual Certification Approved**

Effective Date \_\_\_\_\_

\* **Not Approved Reason** \_\_\_\_\_

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\_\_\_\_\_  
Signature of Human Resources Officer or Representative

Date