

**Management Proposal  
Contact Tracing Program  
September 30, 2020**

***Bilingual Pay:***

The Bilingual section of the respective MOU is amended to include:

**Contract Tracing Assignment:**

Those employees assigned to CDPH's Contact Tracing program will be eligible for the monthly Bilingual Pay differential in accordance with the following criteria:

- CDPH identifies a need for bilingual skills.
- An employee self-certifies that they are proficient in conversational language.
- Upon CDPH approval, the bilingual skills can be utilized by the employee (without testing).
- CDPH will provide sufficient documentation to the original department of the employee to process the pay.
- If CDPH receives complaints about the proficiency of the bilingual skills being utilized, CDPH can determine if the employee continues in the bilingual role or tests the employee (through CDPH's regular bilingual testing process).
  - The employee will continue to receive the pay differential throughout the testing process if CDPH requires the use of the skill
  - If employee does not pass the test, the bilingual pay will immediately cease.
- If CDPH no longer needs the bilingual skills, the employee will be provided a 14-calendar day notice that the bilingual skills will be discontinued with the beginning of the next pay period.
- For existing Contact Tracing employees as of the date of this agreement, this provision is retroactive to July 1, 2020. Employees who have been utilizing their bilingual skills, and CDPH has authorized the use of those skills, upon receipt of the self-certification, the employee will be approved for retroactive payment. CDPH will coordinate the bilingual approval and payment activity with the original department.
- Employee's assigned contact tracing duties after this agreement shall be eligible for bilingual pay in accordance with the criteria above and retroactive pay may not exceed 30 calendar days from date of self-certification and management approval.

FOR THE STATE:

*Kristine M. Rodrigues 10/07/2020*

Kristine M. Rodrigues      Date  
Assistant Deputy Director  
CalHR Labor Relations

FOR THE UNION:

*Kasey Christopher Clark*

Kasey Christopher Clark      Date *10-6-20*  
Chief Counsel/ General Manager  
CSLEA