

**CITY OF RICHARDSON
LANGUAGE PAY PARTICIPATION PROGRAM**

NAME

DATE

POSITION

DEPARTMENT

In order to be eligible for Language Pay you must be tested for proficiency in an eligible language(s). Please indicate in Section I of this form in which language you wish to be tested, and whether you wish to be tested for written and verbal skills, or verbal skills only.

Section 1

LANGUAGE

PROFICIENCY TO BE TESTED

VERBAL

VERBAL AND WRITTEN

Section 2

You must receive authorization and instruction from the Human Resources Department in order to schedule your test. This information will be sent to you after H.R. receives this form signed by both you and your Department Head.

(The City will pay for one language test process per year, and the test will be conducted on City-paid time.) Should you fail to demonstrate adequate language fluency skills on the initial test you may choose to re-test later on your own time and at your own expense. Only tests administered by the City approved vendor will be accepted.

Employee's Signature

Date

Department Head Approval

Human Resources Approval