<div align="center">**MEMORANDUM**</div>

TO: Donna Barron, City Manager

FROM: Matt Grebliunas, Director of Human Resources

DATE: December 6, 2018

SUBJECT: **Approval of Revisions to Human Resources 2.0 Section IV - Employee Performance Evaluation/ Compensation Plan**

BACKGROUND

The City Lewisville's policy authorizes bilingual pay for employees who are certified as bilingual in Spanish and English and Burmese and English through the testing standards established and maintained by the Human Resources Department. Employees who successfully complete the testing process receive $50 a month in bilingual pay. Currently, the City has no certified Burmese speaking employees, but has 76 English and Spanish bilingual employees.

As of today, the City has 24 Korean businesses in town and there are permits for an additional seven Korean businesses not including the new Zion Market moving to Music City Mall. One employee in Neighborhood Services who is fluent in Korean has been spending 5-10% of his work week speaking Korean. Staff has learned that there have routinely been situations where the Korean community has never reached out to the City as they assumed there was no good way to communicate. Now that we have an employee fluent in Korean, staff has been getting more calls from Korean business owners concerning advertising questions, code enforcement questions, permitting questions, etc.

ANALYSIS

Due to the diversity of the Lewisville community, staff is recommending that the policy authorizing bilingual pay be revised to allow the City Manager the authority to approve bilingual pay for languages based on the needs of the community. The Human Resources Department would maintain a list of the approved languages and would continue to certify employees' proficiency in English and the approved language through a testing program. At this time the three languages that would be on the approved list would be Spanish, Burmese and Korean.

RECOMMENDATION

That the City Council approve the policy as set forth in the caption above.