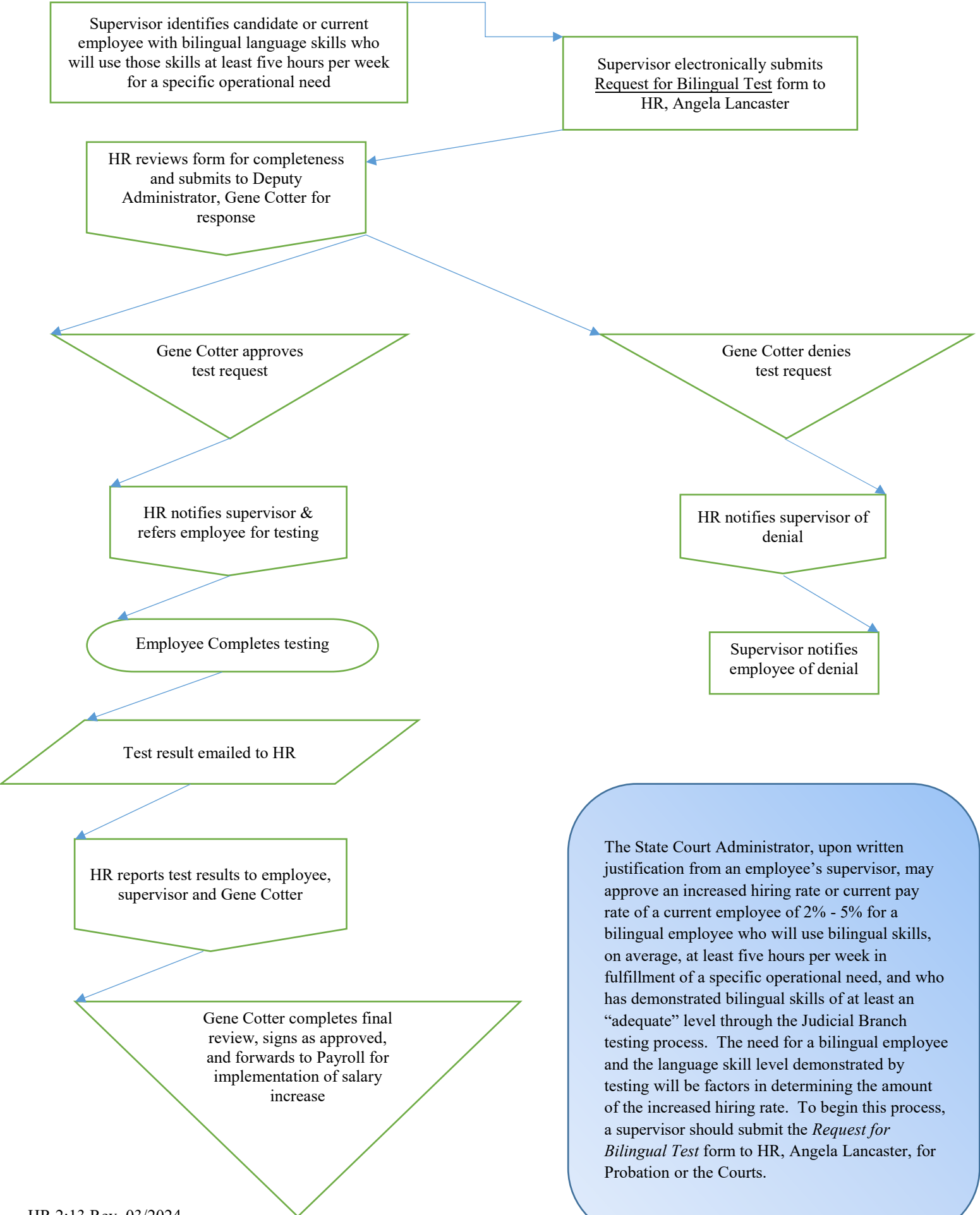


Bilingual Employee Testing Flowchart



The State Court Administrator, upon written justification from an employee’s supervisor, may approve an increased hiring rate or current pay rate of a current employee of 2% - 5% for a bilingual employee who will use bilingual skills, on average, at least five hours per week in fulfillment of a specific operational need, and who has demonstrated bilingual skills of at least an “adequate” level through the Judicial Branch testing process. The need for a bilingual employee and the language skill level demonstrated by testing will be factors in determining the amount of the increased hiring rate. To begin this process, a supervisor should submit the *Request for Bilingual Test* form to HR, Angela Lancaster, for Probation or the Courts.