

On May 28, 2025, the Nebraska Supreme Court approved the following rule amendments to the Nebraska Supreme Court Personnel Policies and Procedures Manual, with a retroactive effective date of January 2, 2025:

## **Nebraska Judicial Branch Personnel Policies and Procedures Manual**

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### **15. Judicial Branch Salary Information**

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#### **G. Bilingual Employees**

##### **(1) Increased Hire Rate for New Employee.**

The State Court Administrator or the State Probation Administrator, upon written justification from the hiring supervisor, may approve an increased hiring rate of 2-5% for a bilingual employee who will use bilingual skills, on average, at least five hours per week, 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. A bilingual employee is expected to perform all duties of the job for which he or she is hired. The supervisor should, as needed, adjust the bilingual employee’s workload based on the time the employee may be taken away from his or her duties to assist non-English speaking customers.

##### **(2) Increased Pay Rate for Existing Employee.**

The State Court Administrator or the State Probation Administrator, upon written justification from a supervisor, may approve a pay increase of 2-5% for an existing employee who was not offered a premium bilingual hiring rate upon original hire, and who will use bilingual skills, on average, at least five hours per week, and 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 pay increase. The bilingual employee is expected to perform all duties of the job for which he or she is hired. The supervisor should, as needed, adjust the bilingual employee’s workload based on the time the employee may be taken away from his or her duties to assist non-English speaking customers.

(3) Bilingual employees shall not serve as courtroom interpreters.

#### **H. Rehiring Former Employees**

If separated in good standing, a former employee returning to work in the same job classification within the Nebraska Judicial Branch may be rehired at the same rate the employee was receiving when the employee left employment with the Court, except that the rate must not be less than the hiring rate or higher than the Maximum Rate of the current salary grade.