



## **BILINGUAL BONUS**

### **PURPOSE**

1. The Employer pays a bilingual bonus to employees, other than employees assigned duties of translation and interpretation in their job descriptions, who are required to use two or more of the official languages of Nunavut.

### **APPLICATION**


2. These guidelines and procedures apply to all employees.

### **DEFINITIONS**

3. **Official Languages of Nunavut** are English, French, Inuktitut and Innuinaqtun.

### **PROVISIONS**

4. Deputy Heads decide how bilingual services are provided. The service is designated to specific positions. These jobs have "bilingual required" in their position descriptions and duties and responsibilities that support that requirement.
  - (1) The following standard applies for bilingual positions:
    - more than one language is needed to provide an adequate service
  - (2) All positions are reviewed and approved by Job Evaluation.
  - (3) The following are examples of the types of jobs that would normally be approved:
    - public affairs officers
    - classroom assistants
    - community health nurses
    - hospital nurses
    - health promotion and education officers
    - community health workers
    - juridical officers
    - social service workers

	
<b>ALLOWANCES AND BENEFITS</b> <b>Bilingual Bonus</b>	<b>Human Resource Manual</b> <b>Section 1505</b>

5. Employees whose job description states that the major responsibilities require the use of another language are not eligible for the bilingual bonus. They are already compensated for using other languages through the evaluation of their jobs. For example:
  - interpreter/translators
  - legal translators
  - linguists
6. The Deputy Head sends a request for a position to be eligible for the bilingual bonus to Job Evaluation.
7. Job Evaluation reviews the request and approves or denies the bilingual bonus designation.
8. The Department of Human Resources processes the approved bilingual bonus requests for payment.

#### **AUTHORITIES AND REFERENCES**

9. Main Collective Agreement with NEU  
Article 24.13
10. Senior Management and Excluded Employees Handbooks  
Bilingual Bonus

#### **CONTACTS**

11. For further information or clarification, please contact:

**Director Job Evaluation**  
**Department of Human Resources**  
**Iqaluit, Nunavut**  
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