

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM No. 43(R)

September 4, 1997

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: PAYROLL DEDUCTIONS FOR EMPLOYEE MEMBER ORGANIZATIONS

I. POLICY.

Only employee member organizations that have been in existence for five (5) years shall be allowed to establish payroll deduction plans. Organizations must have had city employees as members for five (5) years or be affiliated with a larger organization that has existed for five (5) years.

II. PROCEDURE.

- A. An organization with employees as members shall have been in existence for five years or be affiliated with a larger organization that has been in existence for five (5) years prior to application for payroll deduction in order to have said application approved. Proof of existence must be presented in the form of articles of incorporation from Louisiana secretary of state or the by-laws of the organization.
- B. To apply for payroll deduction the organization must send a letter of request for the Chief Administrative Officer including the purpose of deductions and attach proof of the age of the local organization, the affiliate, if applicable, and employee membership. If the Chief Administrative officer approves payroll deduction for the organization, the Director of Finance will be notified to establish a category.

III. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Mayor's Office of Federal and State Programs.

MNG/LRF/itb