

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 80(R)

February 6, 2019

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert Montaña, Chief Administrative Officer (CAO)

SUBJECT: Appearances before the Civil Service Commission (CSC)

I. PURPOSE

This memorandum defines the process to streamline departments' requests to the Civil Service Commission (CSC).

II. POLICY

By following the procedure outlined in the section below, departments must obtain approval of the Chief Administrative Officer (CAO), or his designee, before requesting that an issue be reviewed by the CSC. If the departments receive a request from the CSC for information or to appear at the commission meeting, the CAO, or his designee, must be notified promptly. Failure to comply may result in disciplinary action. This policy does not restrict the right of the individual employee to appeal to the CSC.

III. PROCEDURE

- A. Any department wishing to have an issue reviewed by the CSC must submit an e-mail request to: CAOrequests@nola.gov. This email should be sent at least three (3) business days in advance of the "deadline date" which is established each year by the Civil Service Department.
- B. All requests should include:
 - A synopsis of the issue
 - Deadlines affected
 - Budgetary impact
 - Desired result
 - Names and titles of relevant employees in the department
 - Names and titles of relevant employees in other departments
 - Name, title, phone number, and email address of the main contact person

- C. Requests can be accepted, rejected or deferred by the CAO, or his designee.
- D. Any department that receives a request for information or appearance from CSC must promptly notify via email CAOrequests@nola.gov. The date of the requested appearance and the information in Section II-B of this memo shall be included in the notification.
- E. *No statements of City policy or position are to be made without the approval of the CAO, or his designee.***
- F. The department involved shall send the email address CAOrequests@nola.gov interim reports, if appropriate, and a final report of the outcome.

IV. INQUIRIES

Questions concerning this memorandum should be addressed to the Chief Administrative Office at (504) 658-8900.

GM