

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS

LATOYA CANTRELL  
MAYOR

GILBERT A. MONTAÑO  
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 24-03

February 1, 2024

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer

**SUBJECT: 2023-2024 Unclassified Employee Performance Planning and Evaluation**

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**1. PURPOSE:**

This memorandum establishes the timetable for both 2023 performance evaluations and 2024 performance planning and evaluations for unclassified employees. Unclassified employees who are in active status at least one year prior to the end of the annual review period, who receive an overall rating of exceeds expectations for the evaluation year, will be awarded a \$2000 one-time merit payment. Please see attached 2023 evaluation form and 2024 planning and evaluation form for completion.

**2. PROCEDURES:**

Feb 1	Performance planning starts for the 2024 performance period
Feb 29	Performance planning ends for the 2024 performance period (HR Managers must receive and file all performance plans no later than Feb 29)
April 1	Unclassified evaluation spreadsheets for the 2023 performance period must be submitted to <a href="mailto:caoperformance@nola.gov">caoperformance@nola.gov</a>
June 17-18	Merit payments for the 2023 performance period reflected on Weekly paychecks for pay period 6/2/2024-6/8/2024
June 25-26	Merit payments for 2023 performance period reflected on Police and Fire paychecks for pay period 6/2/2024-6/15/2024
July 1-2	Merit payments for 2023 performance period reflected on Administrative paychecks for pay period 6/9/2024-6/22/2024

**3. INQUIRIES:**

Any inquiries concerning this memorandum should be addressed CAO Human Resources, at 658-8600.

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