

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Policy Memorandum No. 148

February 7, 2023

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



SUBJECT: **SPECIAL RATE OF PAY: MARDI GRAS EXTENDED SPECIAL EVENT**

I. PURPOSE

This memorandum establishes policies and procedures for the City of New Orleans ("City") related to the Special Rate of Pay available to non-exempt employees for performing or directly supporting Mardi Gras field operations. It is the intent of the City to recognize its employees who provide operational and support services during Mardi Gras season. This Special Rate of Pay is a pilot program subject to Civil Service staff audit to determine the appropriateness of continuation.

II. DEFINITIONS

Non-exempt employee. The term "non-exempt employee" shall mean an hourly employee of the City whose employment is subject to the Fair Labor Standards Act (FLSA).

Special Rate of Pay. The term "Special Rate of Pay" shall mean the Special Rate of Pay (Mardi Gras Extended Special Event) for performing or directly supporting Mardi Gras field operations as approved by the Civil Service Commission and City Council as established in the Civil Service Revised Pay Plan for the Classified Service.

III. SPECIAL RATE OF PAY (MARDI GRAS EXTENDED SPECIAL EVENT)

- A. Special Rate of Pay. Pursuant to the Civil Service Revised Pay Plan for the Classified Service, any non-exempt employee assigned duties performing or directly supporting Mardi Gras field operations may, with the approval of their Appointing Authority, receive 10% above their normal rate of pay for all hours worked while directly engaged in such duties.
- B. Applicable timeframe. The application of this Special Rate of Pay shall begin no earlier than two weeks prior to Mardi Gras Day and shall end on Mardi Gras Day. The Chief Administrative Officer (CAO) will designate the specific start date each year in accordance with the Mardi Gras schedule. The CAO will advise the Personnel Director and City departments, in writing, of the applicable dates. For 2023, the Special Rate of Pay shall be available from Friday, February 10, 2023, through Tuesday, February 21, 2023.

IV. ELIGIBILITY

- A. Employees. Only non-exempt employees, as defined in Section II of this memorandum, are eligible for the Special Rate of Pay.

B. Mardi Gras Field Operations. Only hours worked performing or directly supporting Mardi Gras field operations are eligible for the Special Rate of Pay. Assigned duties that constitute performing or directly supporting Mardi Gras field operations include, but are not limited to:

- Erecting barricades to restrict pedestrian or vehicular traffic for Mardi Gras parades, events, or activities.
- Performing clean-up and other sanitation duties for Mardi Gras parades, events, or activities.
- Constructing or repairing infrastructure (both temporary and permanent) or equipment related to Mardi Gras parades, events, or activities.
- Performing patrols, escorts, and other police work and police support activities, such as dispatch, administrative support, and Real Time Crime Center public safety camera surveillance to ensure public safety during the Mardi Gras season.
- Operating or supporting public health initiatives for Mardi Gras parades, events, or activities.
- Trimming trees and protecting landscapes in preparation for Mardi Gras parades, events, or activities.
- Performing Emergency Medical Services in support of Mardi Gras parades, events, or activities.
- Performing fire prevention and public safety operations in support of Mardi Gras parades, events, or activities.
- Performing parking enforcement in support of Mardi Gras parades, events, or activities.

The City understands that significant work is necessary to ensure that Mardi Gras in New Orleans is safe, clean, and fun for the City and its seasonal guests. The above list of duties is not intended to be exhaustive, but, rather to illustrate the types of assignments that qualify for the Special Rate of Pay. Supervisors should ask whether an employee's assigned task is directly related to ensuring that Mardi Gras parades, events, and activities are successful and safe.

V. EMPLOYEE RESPONSIBILITIES

Employees will be responsible for clocking in and out for the day pursuant to usual practice. As outlined below, the employee's Appointing Authority will be responsible for ensuring that hours worked that qualify for the Special Rate of Pay are properly recorded.

If an employee believes that his or her assigned duties should qualify for the Special Rate of Pay, the employee should consult with their supervisor.

VI. APPOINTING AUTHORITY RESPONSIBILITIES

The Appointing Authority shall make determinations on whether an eligible employee shall receive the Special Rate of Pay for specific assignments and take appropriate steps to ensure the employee's hours are properly recorded. It will be the supervisor's responsibility to keep track of hours worked by their employees that are eligible for the Special Rate of Pay. The Appointing Authority shall:

- A. **Verify eligibility.** The Appointing Authority shall verify that the employee meets the eligibility requirements and that the work performed (1) falls within the applicable time period, and (2) qualifies as performing or directly supporting Mardi Gras field operations.
- B. **Appropriately code the time worked in the City's payroll system.** The Appointing Authority shall ensure that supervisors appropriately code the hours worked in the City's payroll system, pursuant to Section VII of this memorandum.

VII. CODING REQUIREMENTS IN THE CITY'S PAYROLL SYSTEM

All hours worked that are eligible for the Special Rate of Pay will be coded in ADP (or the City's current payroll system) to distinguish regular hours worked from the hours worked that are subject to the Special Rate of Pay. Supervisors should follow the following process:

1. Employees will clock in and out according to their normal procedures.
2. When an employee has worked hours eligible for the Special Rate of Pay, the supervisor will add a new row under the employee's in/out punch row, select the pay code for the 10% Special Rate of Pay from the drop-down menu, and enter the number of hours the employee spent performing or directly supporting Mardi Gras field operations.
3. Only hours spent performing or directly supporting Mardi Gras field operations should be entered for the Special Rate of Pay.
4. In no circumstance should the hours entered for the Special Rate of Pay exceed the total number of hours worked by the employee.

Detailed instructions, including screenshots, for properly entering the employee's time in the City's payroll system can be found in the attached Payroll Instructions.

VIII. INQUIRIES

Questions regarding this memorandum should be directed to the Chief Administrative Office, Personnel and Training Division at 658-8600.

Attachment:

- Payroll Instructions