

**CITY OF NEW ORLEANS CIVIL SERVICE FORM
EMPLOYEE REQUEST FOR INFRASTRUCTURE SPECIAL RATE OF PAY**

This form is to be completed by Employees who are assigned project management duties and:

- (1) currently hold a certification as a Certified Construction Manager (CCM) administered by the Construction Management Association of America shall receive five (5) percent over their normal rate when so assigned.
- (2) or currently hold a certification as a Certified Project Management Professional (PMP) administered by the Project Management Institute shall receive five (5) percent over their normal rate when so assigned.
- (3) or are current active licensed Engineers (PE) shall receive five (5) percent over their normal rate when so assigned.

To be considered for this special rate of pay please submit this form by email to csno@nola.gov or to the Civil Service Department at 1340 Poydras Street, Suite 900.

Your name: _____
Classification: _____
Department: _____
Email address: _____

Certification/Licensure Name: _____
Professional Organization/Association who issued the certification/licensure: _____
Date Certification/Licensure Received: _____ **Date Expires:** _____
Number of Continuing Education Credits/Hours required per year: _____
Related Website and/or URL: _____

Were you awarded extraordinary qualifications pay in any classification for possessing this certification?

Yes ☐ No ☐

Briefly describe your project management duties: _____

Your signature: _____ **Date:** _____

I certify that I have viewed this employee's official professional certification. I authorize the above listed employee to receive this special rate of pay.

Appointing Authority/HR Officer Signature: _____

Appointing Authority Name/HR Officer name (Please print): _____

Please note:

- The certification/licensure cannot have been required as a minimum qualification for entry into the employee's current position or job series and cannot have been used to award extraordinary qualifications pay.
- The professional certification/licensure cannot have been required for placement into a special assignment for which the employee is currently receiving special assignment pay.
- An employee may be eligible for up to (3) three Special Rates of Pay.
- The special rate of pay is pro-rated over a year, is not paid in a lump sum, and will be removed from terminal leave calculations.
- This special rate of pay shall be removed if the certification/licensure is allowed to lapse. Employees are required to notify their Human Resources Manager immediately if their certification/licensure lapses. Failure to remove the special rate of pay in a timely manner will result in a retroactive pay decrease.
- The effective date of the special rate shall be the first Sunday of the month following the submission of this form and a copy of the certification to Civil Service.
- The Director of Personnel shall reserve the right to determine a qualifying certification under these guidelines.