

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

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CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 25-08(R)

September 16, 2025

TO: All Departments, Boards, Agencies, and Commissions

FROM: Joseph W. Threat, Sr., Chief Administrative Officer

SUBJECT: Hiring Freeze Exemption Request Process

I. PURPOSE

As announced on June 5, 2025, the City is implementing a hiring freeze as a prudent management action to maintain fiscal stability. This circular memorandum provides instructions for requesting exemptions to the freeze.

II. APPLICABILITY

This freeze applies to all vacancies in the classified and unclassified service. The freeze also applies to promotions and pay increases.

III. EFFECTIVE DATE

The freeze went into effect on June 5, 2025. Personnel actions approved prior to this date are not subject to the freeze.

IV. FORM ROUTING AND APPROVALS

Appointing authorities needing an exception to the freeze must use the attached form to request prior approval from their Deputy CAO (if applicable), the Director of Finance, and the Chief Administrative Officer. After obtaining all signatures in the approvals section (Department Head, Deputy CAO, and Director of Finance), forms should be submitted to budgetoffice@nola.gov for CAO review. The form must be completed prior to routing a requisition in NEOGOV for vacancies, promotions, or pay increases. New requisitions may only be routed with an approved exemption form attached. For requisitions already routing but not yet approved, departments must request an exemption and upload the approved form in NEOGOV.

Exemptions are expected to be granted for revenue-generating positions, positions funded by non-General Fund sources, and positions deemed essential for core operations, provided that sufficient justification is submitted. Requests for positions that fall outside of these categories will be considered individually by the CAO, Finance, and City leadership.

Personnel actions are forbidden without prior written approval. This includes job interviews and promises of employment, written or verbal.

Employees hired without prior approval will be subject to immediate dismissal.

V. INQUIRIES

All inquiries should be directed to the Budget Office (budgetoffice@nola.gov).

Attachments:

- Hiring Freeze Exemption Request Form