

CITY OF NEW ORLEANS - HIRING FREEZE EXEMPTION REQUEST FORM

POSITION DETAILS

Request Type: New Hire Promotion Pay Increase (Unclassified)

Department: _____

Position Classification & Title: _____

Total Cost (annualized): _____

Funding Source(s): _____

NEOGOVS Requisition # (for pending requisitions only): _____

For Promotion/Pay Increase Requests Only

Employee Name: _____

Current Classification & Title: _____

JUSTIFICATION

Brief Description of Personnel Request:

Urgency of Request: Why is this position critical to fill during the current hiring freeze?

Operational/Financial Impact if Position Is Not Filled:

FORM SUBMITTED BY / DEPARTMENT POINT OF CONTACT

Name: _____ Email: _____ Phone: _____

APPROVALS

Department Head Approval

Name: _____ Signature: _____ Date: _____

Deputy CAO Approval (if applicable)

Name: _____ Signature: _____ Date: _____

Director of Finance Approval

Name: _____ Signature: _____ Date: _____

CHIEF ADMINISTRATIVE OFFICER ACTION

Approved Deferred to 2026 Denied Let's Discuss

Chief Administrative Officer Signature: _____ Date: _____