

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

HELENA MORENO
MAYOR

JOSEPH I. GIARRUSSO III
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM NO. 26-11

July 15, 2026

TO: All Departments, Boards, Agencies, and Commissions

FROM: Joseph I. Giarrusso III, First Deputy Mayor and Chief Administrative Officer

JIG III

SUBJECT: DIGITAL HIRING FREEZE EXEMPTION REQUEST PROCESS

I. PURPOSE

The purpose of this Circular Memorandum is to establish the standardized digital process for the submission, routing, review, approval, and processing of Hiring Freeze Exemption Requests through NeoGov. This process is intended to promote consistency and timely review of requests for exceptions to the City's hiring freeze established under Circular Memorandum No. 26-02.

II. APPLICABILITY

This Circular Memorandum applies to all City departments and appointing authorities requesting an exception to the hiring freeze. A Hiring Freeze Exemption Request must be initiated and routed through NeoGov for all requests to fill vacant positions or otherwise obtain an exception to the hiring freeze. No action requiring an exemption may proceed until all required approvals have been obtained.

III. EFFECTIVE DATE

The Digital Hiring Freeze Exemption Request process is effective July 15, 2026.

IV. REQUEST ROUTING AND APPROVALS

The Hiring Freeze Exemption Request is now integrated directly into the requisition, eliminating the need to complete a separate paper form.

Departments shall utilize their existing approval chain when routing the request and the Finance Director, Alyssa Rambeau, shall be added to the approval chain prior to Budget's review and approval.

The request shall continue through the remaining approval process. Once all required approvals have been obtained, the Hiring Freeze Exemption Request will serve as the official authorization to proceed with the applicable transaction named in the request.

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Appointing Authorities are responsible for ensuring that all required documentation is attached to the request at the time of submission and that the approval routing is complete and accurate to avoid delays in processing.

V. INQUIRIES

Any questions concerning this memorandum shall be addressed to the Chief Administrative Office at (504) 658-8600.

JIG/EAF/eaf