

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

Circular Memorandum No. 23-05

April 28, 2023

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montañó, Chief Administrative Officer



SUBJECT: **TAKE-HOME VEHICLE PERSONAL USE CHARGE**

I. PURPOSE

This circular memorandum announces changes in the Take-Home Vehicle Personal Use Charge for City employees who are not in the City's Public Safety Departments: the New Orleans Police Department (NOPD), the New Orleans Fire Department (NOFD), Emergency Medical Services (EMS), and Office of Homeland Security and Emergency Preparedness (NOHSEP). The requirements herein shall become effective during the first full pay period following issuance and implementation and shall apply for the remainder of 2023.

II. VEHICLE USE CHARGE DEDUCTIONS

All City employees who are not in the City's Public Safety Departments and who are assigned a take-home vehicle as a part of their duties will have a Take-Home Vehicle Use Charge deducted from their City payroll checks as follows:

A. 1st Tier

For employees who are on a bi-weekly pay schedule, \$48.08 will be deducted each pay period for the use of an assigned take-home vehicle, where the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 20 miles or less than 20 miles.

For employees who are on a weekly pay schedule, \$24.04 will be deducted each pay period for the use of an assigned take-home vehicle, where the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 20 miles or less than 20 miles.

B. 2nd Tier

For employees who are on a bi-weekly pay schedule, \$144.24 will be deducted each pay period for the use of an assigned take-home vehicle, where the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 21-40 miles.

For employees who are on a weekly pay schedule, \$72.12 will be deducted each pay period for the use of an assigned take-home vehicle, where the one-way driving distance from the employee's actual domicile to the employee's primary reporting-to-work site is 21-40 miles.

Pursuant to CAO Policy 5(R), dated April 28, 2023, Section XVI(A)(2), except for public safety personnel, a take-home vehicle may not be assigned to an employee or Authorized External User when the one-way driving distance from the person's actual domicile to headquarters of the person's department is greater than 40 miles.

III. INQUIRIES

Questions regarding this memorandum should be directed to the Assistant Chief Administrative Officer for Operations, Kim DeLarge, Jr., at 504-658-8872.

For further information, please refer to CAO Policy Memorandum No. 5(R), **VEHICLE AND EQUIPMENT POLICY**.