



**CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE**

**CIRCULAR MEMORANDUM NO.** 20-05

**MARCH 19, 2020**

**TO:** All Departments, Boards, Agencies, and Commissions

**FROM:** Gilbert A. Montañó, Chief Administrative Officer

**SUBJECT: FREEZE ON HIRING**

1. **PURPOSE.**

This circular memorandum announces a freeze on hiring employees in City government.

2. **BACKGROUND.**

Until further notice, a temporary hiring freeze is being implemented as a prudent management action after an evaluation of the City's financial position.

3. **APPLICABILITY.**

This freeze applies to all vacancies in the classified and unclassified service, except those vacated by terminating employees for cause.

4. **EFFECTIVE DATE.**

The freeze becomes effective upon publication of this circular.

5. **CHIEF ADMINISTRATIVE OFFICER APPROVAL.**

Appointing authorities needing an exception to the freeze must request, by memorandum or letter, the prior approval of the Chief Administrative Officer.

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

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

6. **INQUIRIES.**

All questions should be directed to the Personnel and Training Division of the Chief Administrative Office.

Gilbert A. Montañó  
Chief Administrative Officer  
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