


CIRCULAR MEMORANDUM No. 20-09

April 23, 2020

TO: All Departments, Boards, Agencies and Commissions
FROM: Gilbert A. Montaña, Chief Administrative Officer 
SUBJECT: **DISTRIBUTION OF ANNUAL UNIFORM AND TOOL ALLOWANCES
(PUBLIC SAFETY)**

1. PURPOSE:

This memorandum announces the distribution of 2020 Uniform and Tool Allowances to all eligible classifications.

2. BACKGROUND:

The Uniform and Tool allowances are issued annually to probationary and permanent employees within eligible classifications and pay locations. Final approval authority for the issuance of the uniform and tool allowance for eligible classifications, pay locations, and the amount rests solely with the Chief Administrative Officer.

Should an appointing authority wish to make additional classes eligible for the uniform or tool allowances or increase the allowances, a request letter should be forwarded to the Personnel Division of the Chief Administrative Office.

3. PROCEDURE:

A). An Excel spreadsheet of eligible classifications shall be utilized in determining those employees who are eligible to receive these allowances. An Excel spreadsheet of all eligible employees must be provided to the Personnel & Training Division of the Chief Administrative Office.

- 1) The eligibility spreadsheet must list all employees that have received the uniform and/or tool allowance in the prior fiscal year along with any eligible new hires indicating the employees' Employee ID number assigned within the ADP Payroll system, each employees' full name, and the amount due based on employees' classifications.
- 2) Department and agency review will require that the employee's status is indicated such as A-Active, T-Terminated, D-Demoted, R-Retired, in the column provided within the spreadsheet.

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- 3) Any change in the amount of the uniform and/or tool allowance(s) due to a classification change across departments or agencies should also be indicated, if applicable.
- 4) Spreadsheets for Public Safety departments are due no later than Monday, May 4, 2020, close of business.

4. **DISTRIBUTION:**

NOPD Commissioned Personnel will receive \$750, Recruits will receive \$750 upon entry into the Training Academy and \$750 upon graduation.

Fire Commissioned Personnel will receive \$750. Fire Recruits will receive \$750 allowance at the start of the Training Academy.

Uniform Allowance for eligible civilian employees is \$225.00 per 12 month cycle.

Tool Allowance for eligible civilian employees is \$225.00 per 12 month cycle.

Distribution of Public Safety departments will be paid on May 15, 2020.

Do not submit Recruits who have been paid at the start of the most recent Academy training, as they will be paid upon graduation.

5. **EXPIRATION:**

This circular memorandum expires on December 31, 2020.

6. **INQUIRIES:**

Any questions concerning this memorandum shall be addressed to Ms. Christina Hamilton, Interim Asst. Chief Administrative Officer at chamilton@nola.gov or (504)658-8607.

GAM/CAH/cah