


CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

CIRCULAR MEMORANDUM No. 20-11

October 9, 2020

TO: All Departments, Boards, Agencies and Commissions
FROM: Gilbert A. Montañó, Chief Administrative Officer 
SUBJECT: MANDATORY FURLOUGH/SALARY ADJUSTMENT PROCEDURES

1. PURPOSE

This memorandum announces a mandatory unpaid furlough or salary reduction for all city employees. Classified employees and unclassified hourly employees must take the equivalent of six (6) unpaid furlough days throughout the remainder of this fiscal year, which should be spread out to approximately one furlough day per pay period beginning October 11, 2020. Unclassified salaried employees must take a pay reduction of 10%, which, for payroll purposes, will be operationalized in ADP via the use of a total of six (6) pay adjustment days, which should be spread out to approximately one pay adjustment day per pay period beginning October 11, 2020.

2. CHANGES

The new pay code “Furlough COVID-19” will be used within ADP to identify the hours attributed to unpaid furlough days for the various work schedules of Classified employees or Unclassified hourly employees.

The new pay code “Unclassified Adjustment” will be used within ADP to identify the hours attributed to salary adjustment days for Unclassified salaried employees.

3. EMPLOYEES AFFECTED BY NEW WORK SCHEDULE

The mandatory furlough affects all Classified employees and Unclassified hourly employees; general and non-general, exempt and non-exempt, including Police, Fire, and EMS. In lieu of furlough, Unclassified salaried employees will have mandatory salary adjustment days, yielding a total adjustment through the end of the fiscal year of approximately ten percent (10%).

EXCEPTIONS

Exceptions to the mandatory unpaid furlough and/or salary adjustment are employees of the New Orleans Aviation Board, the Sewerage and Water Board, the French Market Corporation, the Municipal Yacht Harbor Management Corporation, and the New Orleans Building Corporation and other employees whose positions are solely funded by other governmental and/or grant related financing.

4. NEW WORK SCHEDULES

Appointing Authorities and their respective supervisors are tasked with the development of operational work schedules that incorporate the mandatory furlough while maintaining services. City Hall and City Hall Annex 1340 Poydras Street will not close in observance of the mandatory six (6) unpaid furlough days. Work schedules are subject to approval by the employee’s respective Appointing Authority.

For forty-six (46) hour exempt commissioned Firefighters, the appropriate pay code should be used to record 9 hours and 12 minutes during the bi-weekly pay period. This will signify one (1) furlough or pay adjustment day per pay period.

Emergency Medical Employees

For hourly employees of New Orleans Emergency Medical Services with twelve (12) hour shifts, the appropriate pay code should be used to record 12 hours within a bi-weekly pay period. This will signify the equivalent of one and a half (1.5) furlough days over the pay period. Therefore, the use of four (4) 12-hour furlough days will constitute the equivalent of the six (6) required furlough days.

EAP (Exempt) Employees

For Unclassified salaried (EAP) employees, the pay code “Hours Worked” should be removed from the pay adjustment day, the pay code “Unclassified Adjustment” should be added, and the standard number of hours for that day should be entered. For Classified salaried (EAP) employees, the pay code “Hours Worked” should be removed from the furlough day, the pay code “Furlough COVID-19” should be added, and the standard number of hours for that day should be entered.

6. RECOMMENDED UNPAID FURLOUGH DAYS

City Hall and City Hall Annex 1340 Poydras Street will not close in observance of the six (6) mandatory unpaid furlough days; however, Wednesday, November 25 (the day before Thanksgiving), Wednesday, December 23 (the day before Christmas Eve), and Wednesday, December 30 (the day before New Year’s Eve) are recommended to be used as three of the six (6) mandatory furlough days if possible.

7. LEAVE USAGE

Annual and Sick Leave may not be used in substitution of a mandatory furlough day or salary adjustment day.

8. LEAVE ACCRUAL

Employee leave accruals for both sick and annual leave will remain at the current accrual rate.

9. INQUIRIES

Questions should be addressed to the appropriate agency:

Administrative Policy

CAO - Personnel and Training, 658-8600

Time Keeping

Finance - Payroll Section, please contact your departmental Payroll Specialist at 658-1539.

Civil Service Rules

City Civil Service, 658-3500

GAM/CAH/JTW