


CIRCULAR MEMORANDUM No. 21-03

May 4, 2021

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

1. PURPOSE:

This memorandum announces the distribution of 2021 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 authority for the approval of a uniform and tool allowance for a classification and pay location and the amount of the allowance 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:

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 Division of the Chief Administrative Office.

- A. 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.
- B. 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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- C. 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.
- D. Spreadsheets for Administrative and Weekly departments are due no later than Monday, May 10, 2021, by close of business.

4. **DISTRIBUTION:**

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.

EMS Personnel will receive \$750.

Distribution of Administrative and Weekly departments will be paid on May 21, 2021.

5. **EXPIRATION:**

This circular memorandum expires on December 31, 2021.

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