

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LATOYA CANTRELL
MAYOR

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 23-09

December 11, 2023

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



SUBJECT: 2024 SERVICE WIDE INCREASES

1. **PURPOSE:**

This memorandum confirms the timetable for payment of the 2024 service wide increases for Classified and Unclassified employees. Please see attached 2024 payroll calendars for reference.

2. **PROCEDURES:**

- Jan 7 Per Motion No. M-22-385, Administrative and Weekly increases are effective the first full payroll period in 2024 where the hiring rates of all positions will be increased by two (2) 1.25 % steps or approximately 2.5%.
- Jan 14 Per Motion No. M-22-385, Fire and civilian Police position increases are effective the first full payroll period in 2024 where the hiring rates of all positions will be increased by two (2) 1.25 % steps or approximately 2.5%. Per Motion No. M-23-41, the increases for commissioned Police positions are also effective the first full payroll period in 2024 where hiring rates of all positions will be increased by four (4) 1.25% steps or approximately 5%.
- Jan 19 Increases reflected on Weekly paychecks for pay period 1/7/2024-1/13/2024
- Jan 26 Increases reflected on Administrative paychecks for pay period 1/7/2024-1/20/2024
- Feb 2 Increases reflected on Police and Fire paychecks for pay period 1/14/2024-1/27/2024

3. **INQUIRIES:**

Any inquiries concerning this memorandum should be addressed to CAO Human Resources at 658-8600.

GAM/ch