

CHIEF ADMINISTRATIVE OFFICE  
CITY OF NEW ORLEANS

LATOYA CANTRELL  
MAYOR

GILBERT A. MONTAÑO  
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 24-01

January 19, 2024

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



**SUBJECT: SPECIAL RATE OF PAY: Mardi Gras Extended Special Event**

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**I. PURPOSE**

Pursuant to CAO Policy Memorandum No. 148, this memorandum establishes the specific dates in 2024 for which the Special Rate of Pay for non-exempt employees performing or directly supporting Mardi Gras field operations is available. This memorandum does not alter or revise any other section within CAO Policy Memorandum 148.

**II. SPECIAL RATE OF PAY: MARDI GRAS EXTENDED SPECIAL EVENT**

- A. Special Rate of Pay. Pursuant to the Civil Service Revised Plan for the Classified Service, and non-exempt employees assigned duties performing or directly supporting Mardi Gras field operations may, with the approval of their Appointing Authority, receive 10% above their normal rate of pay for all hours worked while directly engaged in such duties.
- B. Applicable timeframe. The application of the 2024 Mardi Gras Special Rate of Pay shall begin Friday, February 2, 2024, and shall end on Tuesday, February 13, 2024.

**III. INQUIRIES**

Questions regarding this memorandum should be directed to the Chief Administrative Office, Personnel and Training Division at 658-8600.

Attachments:

- CAO Policy Memorandum No. 148
- Payroll Instructions for the Special Rate of Pay - Mardi Gras Extended Special Event