

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

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CIRCULAR MEMORANDUM No. 24-02

January 19, 2024

TO: New Orleans Police Department

FROM: Gilbert A. Montaña, Chief Administrative Officer



SUBJECT: NOPD Mardi Gras Special Assignment Pay

I. PURPOSE

This memorandum establishes procedures for NOPD officers related to the \$25/hour temporary Mardi Gras Special Assignment Pay available to Police Officers, Senior Police Officers, Police Sergeants, Police Lieutenants, Police Captains, and Police Majors who are taking on the additional responsibility of overseeing and supporting officers from external law enforcement agencies who are coming into the City of New Orleans to assist with Mardi Gras operations.

II. SPECIAL ASSIGNMENT PAY

- A. Special Assignment Pay. Pursuant to Civil Service Rule IV, Section 2.2, any Police Officer, Senior Police Officer, Police Sergeant, Police Lieutenant, Police Captain, and/or Police Major assigned to provide oversight and/or support to external law enforcement agencies coming into the City of New Orleans to assist with Mardi Gras Operations, at the approval of the Superintendent of Police, may receive \$25/hour above their normal rate of pay for all hours worked while directly engaged in such duties.
- B. Applicable timeframe. The application of this Special Assignment Pay shall begin Friday, February 2, 2024, and shall end on Tuesday, February 13, 2024.

III. ELIGIBILITY

NOPD Officers. Only Police Officers, Senior Police Officers, Police Sergeants, Police Lieutenants, Police Captains, and Police Majors are eligible for the Special Assignment Pay.

IV. EMPLOYEE RESPONSIBILITIES

Hourly (non-exempt) employees (i.e., Police Officers, Senior Police Officers, Police Sergeants, and Police Lieutenants), will clock in and out for the day pursuant to usual practice. Salaried (exempt) employees (i.e., Police Captains and Police Majors), shall record time and attendance per usual practice. As outlined below, the employee's supervisor will be responsible for ensuring

that hours worked that qualify for the Special Assignment Pay are properly recorded. If an employee believes that their assigned duties should qualify for the Special Assignment Pay, the employee should consult with their supervisor.

V. APPOINTING AUTHORITY RESPONSIBILITIES

The Appointing Authority shall make determinations on whether an eligible employee shall receive the Special Assignment Pay for specific assignments and take appropriate steps to ensure the employee's hours are properly recorded. It will be the supervisor's responsibility to keep track of hours worked by their employees that are eligible for the Special Assignment Pay. The Appointing Authority shall:

- A. **Verify eligibility.** The Appointing Authority shall verify that the employee meets the eligibility requirements and that the work performed (1) falls within the applicable time period, and (2) qualifies as overseeing and/or supporting officers from external law enforcement agencies who are assisting with Mardi Gras operations.
- B. **Appropriately code the time worked in City payroll system.** The Appointing Authority shall ensure that supervisors appropriately code the hours worked in the City's payroll system, pursuant to Section Six of this memorandum.
- C. **Provide written notification.** The Appointing Authority, as required by Civil Service Rule IV, Section 2.2, shall provide the employee with written notification of the temporary nature of this pay increase.
- D. **Ensure termination of Special Assignment Pay.** Appropriate steps must be taken to discontinue the Special Assignment Pay on or before February 13, 2024, or before the employee's termination of employment. Temporary and/or Special Rates of Pay should not be included in employee's Terminal Leave.
- E. **Notify Civil Service Department regarding change of duties.** The Civil Service Department must be notified if the duties and responsibilities of the officers are changed during the period for which temporary pay is granted.

VI. CODING REQUIREMENTS IN CITY'S PAYROLL SYSTEM

All hours worked that are eligible for the Special Assignment Pay will be coded in ADP to distinguish regular hours worked from the hours worked that are subject to the Special Assignment Pay. Supervisors should follow the following process:

- A. Employees will record time and attendance according to their normal procedures.
- B. When an employee has worked hours eligible for the Special Assignment Pay, the supervisor will add the "NOPD MG Special Assignment Pay" code to the timecard.

- i. For hourly employees, supervisors will need to add a new row under the in/out punch row, select the “NOPD MG Special Assignment Pay” code from the drop-down menu, and enter the number of hours the employee spent overseeing and/or supporting officers from external law enforcement agencies who are assisting with Mardi Gras operations.
 - ii. For salaried employees, supervisors will need to select the “NOPD MG Special Assignment Pay” pay code in the box under hours worked and enter the number of hours the employee spent overseeing and/or supporting officers from external law enforcement agencies who are assisting with Mardi Gras operations.
- C. Only hours spent overseeing/supporting external law enforcement agencies should be entered for the Special Assignment Pay.
- D. In no circumstance should the hours entered for the Special Assignment Pay exceed the total number of hours worked by the employee.
- E. A complete list of officers who received the Mardi Gras Special Assignment Pay must be provide to the Personnel Director of Civil Service upon completion of this special assignment.
- F. Detailed instructions, including screen shots, for properly entering the employee’s time in the City’s payroll system can be found in the attached Payroll Instructions.

VII. INQUIRIES

Questions regarding this memorandum should be directed to the Chief Administrative Office at 658-8600.

Attachments:

- Payroll Instructions for NOPD Mardi Gras Special Assignment Pay