

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS


LATOYA CANTRELL
MAYOR

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 24-08

November 18, 2024

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer 

SUBJECT: 2024-2025 Unclassified Employee Performance Planning and Evaluation

1. PURPOSE:

This memorandum establishes the timetable for both 2024 performance evaluations and 2025 performance planning and evaluations for unclassified employees. Unclassified employees who are in active status at least one year prior to the end of the annual review period, who receive an overall rating of exceeds expectations for the evaluation year, will be awarded a \$2000 one-time payment. Please see attached 2025 planning and evaluation form for completion.

2. PROCEDURES:

Nov 18	Performance planning starts for 2025 performance period
Jan 31	Performance planning ends for the 2025 performance period (HR Managers must receive and file all performance plans no later than Jan 31)
April 1	Unclassified evaluation spreadsheets for the 2024 performance period must be submitted to the HR Manager by April 1, 2025.
April 28	The HR Manager will then compile a list of all eligible employees and forward it to the Chief Administrative Office at caoperformance@nola.gov
June 9-10	Merit payments for 2024 performance period reflected on Police and Fire paychecks
June 16-17	Merit payments for 2024 performance period reflected on Administrative and Weekly paychecks

3. INQUIRIES:

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

GAM/ch