

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS

LaToya Cantrell
MAYOR

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM No. 25-01

January 10, 2025

TO: All Departments, Boards, Agencies and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer



SUBJECT: 2025 SERVICE WIDE INCREASES

1. PURPOSE:

This memorandum confirms the timetable for payment of the 2025 service wide increases for Classified and Unclassified employees. Please see attached 2025 payroll calendars for reference.

2. PROCEDURES:

- Jan 5 Per Motion No. M-22-385, Administrative and Weekly increases are effective the first full payroll period in 2025 where the hiring rates of all positions will be increased by two (2) 1.25 % steps or approximately 2.5%.
- Jan 12 Per Motion No. M-22-385, Fire and civilian Police position increases are effective the first full payroll period in 2025 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 2025 where hiring rates of all positions will be increased by four (4) 1.25% steps or approximately 5%.
- Jan 17 Increases reflected on Weekly paychecks for pay period 1/5/2025-1/11/2025
- Jan 24 Increases reflected on Administrative paychecks for pay period 1/5/2025-1/18/2025
- Jan 31 Increases reflected on Police and Fire paychecks for pay period 1/12/2025-1/25/2025

3. INQUIRIES:

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

GAM/ch