

CHIEF ADMINISTRATIVE OFFICE
CITY OF NEW ORLEANS


LATOYA CANTRELL
MAYOR

GILBERT A. MONTAÑO
CHIEF ADMINISTRATIVE OFFICER

CIRCULAR MEMORANDUM NO. 25-02(R)

February 28, 2025

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer 

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

I. PURPOSE

Pursuant to CAO Policy Memorandum No. 148(R), this memorandum establishes the specific dates in 2025 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(R). This revision extends the applicable timeframe through Ash Wednesday and supersedes the previously issued version of Circular Memorandum No. 25-02, dated February 10, 2025.

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, any 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 2025 Mardi Gras Special Rate of Pay shall begin Friday, February 21, 2025, and shall end on Wednesday, March 5, 2025.

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(R)
- Payroll Instructions for the Special Rate of Pay - Mardi Gras Extended Special Event