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Policy Number	Name of Policy	Revision Date
1 (R)	Number Series of Policy Memos	June 4, 2002
2	Policy Memorandum No. 2 – Rescinded and combined with Policy Memorandum No. 1	Rescinded as of 6/4/2002
3	Preparation of Ordinances, Motions, and Resolutions	December 31, 1995
3 Attachment	Preparation of Ordinances, Motions, and Resolutions Attachment	December 31, 1995
4 (R)	Employee Grievance Procedure	September 25, 2019
4 (R) Attachment	Grievance Information Form	September 25, 2019
5 (R) Attachment	Vehicle and Equipment Policy	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment A - Employee Statement of Receipt	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment B - Accident Procedure	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment C - Vehicle or Equipment Damage Supervisors Report Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment D - Take-Home Vehicle Add-Delete-Change Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment E - Fuel Dispensing Exception Report	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment F - Overnight and Special Event Temporary Vehicle Assignment Request Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment G - Pre-Trip Vehicle Inspection Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment H - Take Home Vehicle Log	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment I - Travel Authorization Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment J -Travel Expense Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment K - Fuel-PIN Deactivation Form	April 28, 2023
5 (R) Attachment	Vehicle and Equipment Policy Attachment L - Fuel-PIN Request Form	April 28, 2023
6	Accounting Procedures for Payment Transfer or Conversion of Sick and Annual Leave	June 12, 1979
7	Claims Made by Citizens Against the City of New Orleans	April 15, 1986
7 Attachment	Property Loss Claim Form	April 15, 1986
7 Attachment	General Liability Incident Form	April 15, 1986
8 (R)	Professional Services Contracts Instruction for Contracts	September 24, 2014
8 (R) Attachment	Professional Services Contracts Attachment	September 24, 2014
9 (R)	Travel and Business Expenses	January 28, 2026
9 (R) Attachment	Request for Payment Voucher	January 28, 2026

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9 (R) Attachment	Travel and Business Expenses Ordinance 29138	October 17, 2022
9 (R) Attachment	Travel Expense Form	January 28, 2026
9 (R) Attachment	Travel Authorization Form	January 28, 2026
9 (R) Attachment	Letter from CFO for Policy 9 (R)	October 17, 2022
9 (R) Attachment	FY-2022 Per-Diem Rates for Louisiana	October 17, 2022
9 (R) Attachment	Complimentary Admission State Disclosure Form	December 2022
10 (R)	Furnishing of Documents to the City Archives	August 16, 1990
11	Pay Adjustments as a Result of a Promotion or Reclassification	January 4, 1978
12 (R)	Workers' Compensation Policy/Procedures	October 17, 2024
12 (R) Attachment	Workers' Compensation Early Return-to-Work/Transitional Duty Program Instructions and Procedures	October 17, 2024
12 (R) Attachment	Workers Compensation – First Report Of Injury Or Illness Form	October 17, 2024
13	Control of Advanced Sick Leave with Pay and Special Leave of Absence with Pay	April 24, 1970
14	Prohibition Against Use of Compensatory Time	April 23, 1980
15 (R)	Procedures for the Release of Information To the General Public by City Departments	August 10, 2020
16 (R)	Correspondence Prepared for the Mayor's Signature	June 14, 1994
16 (R) Attachment	Correspondence Prepared for the Mayor's Office Attachment	June 14, 1994
17 (R)	Preparations of Job Descriptions for Positions Established in the Unclassified Pay Plan	July 1, 2005
18 (R)	Telephones - Changes and Repairs to Voice Communication Equipment and Services	May 15, 1991
18 (R) Attachment	Telephones - Changes and Repairs to Voice Communication Equipment and Services Forms	May 15, 1991
19 (R)	Domicile Requirements for City Employees	February 24, 2021
19 (R) Attachment	Domicile Requirements for City Employees Ordinance	February 21, 2013
20 (R)	Office of Criminal Justice Coordination	January 9, 2025
21 (R)	Auto Allowance and Mileage Reimbursement	May 15, 2009
21 (R) Attachment	Mileage Reimbursement Form	May 15, 2009
22 (R) Attachment	Solicitation in Public Buildings	April 22, 1987
23	Fringe Benefits for City Employees	April 7, 1972
24 (R)	Procurement of Moveable Property And Non-Professional Services	October 16, 2023
25	Closeout Requirements for Termination of Federal Programs	March 18, 2002

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25 Attachment	Federal Programs Closeout Checklist	March 18, 2002
26	Priority System for Property Management Maintenance	December 7, 1983
26 Attachment	Department Of Property Management Intra- Department Work, Service, Or Repair Request Form	December 7, 1983
27	City of New Orleans Central Records Retention Center	September 6, 1973
27 Attachment	Request For Records Retention Form	September 6, 1973
28 (R)	Employee Identification Cards	May 15, 1995
29(R)	Instructions to Architects (Architectural & Landscape) and Engineers (A&E)	January 13, 1989
30 (R)	Annual Reports	March 27, 1987
31(R)	Petty Cash Accounts Funds and Change Accounts	May 30, 1997
32 (R)	Automotive Tool Allowance	February 4, 1986
33 (R)	Parental Leave	February 19, 2023
33 (R) Attachment	City of New Orleans Paid Parental Leave (PPL) Request Form	February 19, 2023
33 (R) Attachment	12-Week Work Obligation Agreement	February 19, 2023
34 (R)	Personnel Assigned as Essential Employees During Emergencies	May 31, 2022
35 (R)	Indirect Cost	January 26, 2010
36	Fees for Maps and Documents	March 19, 1976
37	Newspaper and Electronic Advertising of Official Notes	August 21, 2001
38	Executive, Administrative and Professional Pay Policy	January 21, 1982
38 Attachment	Executive, Administrative and Professional Pay Policy Attachment	January 21, 1982
39 (R)	Uniform and Tool Allowance	October 14, 2020
40 (R)	Fuel Services	April 21, 1994
41 (R)	Municipal Training Academy - Rescinded	Rescinded as of 1/30/1995
42 (R)	Emergency Bids	February 22, 1999
42 (R) Attachment	Checklist For Emergency Purchases	February 22, 1999
43 (R)	Payroll Deductions for Employee Member Organizations	September 4, 1997
44	Internal Audit	April 22, 1987
45	Prior Approval of Temporary Services	September 4, 1979
45 Attachment	Approval of Temporary Services Attachment	September 4, 1979

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46 (R)	Disadvantaged Business Enterprise Program	March 1, 2016
46 (R) Attachment	Disadvantaged Business Enterprise Program Attachments A - D	March 1, 2016
46 (R) Attachment	Request For Waiver of Disadvantaged Business Enterprise (DBE) Goals Form	March 1, 2016
47 (R)	Indemnification for City Officers and Employees	June7, 2016
48 (R)	Changes to City Fixed Asset Capitalization Policy	December 27, 2013
49 (R)	Leave Status and Employment Termination	June 6, 2005
50	Office of Municipal Investigation - Rescinded	Rescinded as of 6/12/1984
50	Office of Municipal Investigation Attachment - Rescinded	Rescinded as of 6/12/1984
51	Full Disclosure of Ownership Interest in Certain City Projects	February 8, 1983
52 (R)	Aid in Displacement Program	March 15, 2002
53	Hazardous Materials Incident Response Plan for the City of New Orleans	April 21, 1983
54 (R)	City's Affirmative Action and Equal Employment Policies	August 28, 1997
54 (R) Attachment	City's Affirmative Action and Equal Employment Policies Attachment	August 28, 1997
55 (R)	Emergency Evacuation Plan	September 2, 2003
55 (R) Attachment	Emergency Evacuation Plan Life Hazard Form	September 2, 2003
56 (R)	Space Allocation	July 21, 2003
57	Review Proposals, Offer & Contracts For Energy Management Equipment or Services	February 19, 1988
58	Classified Pay Plan & Rules of the City Civil Service Commission, City of New Orleans	June 7, 1985
59 (R)	Unclassified Service Pay Plan	June 23, 2003
59 (R) Attachment	Unclassified Service Pay Plan Attachment	June 23, 2003
60 (R)	Wireless Communication Device Policy (Formerly known as Wireless Telephones)	May 12, 2014
60 (R) Attachment	Wireless Communication Device Policy Attachments A-B	May 12, 2014
61 (R)	Acceptable Use Policy	November 16, 2021
61 (R)	Acceptable Use Policy Acknowledgement Of Policy	November 16, 2021
62 (R)	Shift Differentials	August 28, 2025
62 Attachment	Shift Differentials Attachment - Rescinded	Rescinded as of 8/28/2025
63	Banking	October 12, 1995
64 (R)	Fee Waivers and Adjustments	April 15, 1992

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65	Hiring of Unclassified & Classified Personnel	October 10, 1984
66	Executive Order No. 83-02 - Rescinded	Rescinded as of 3/1/2016
67	Executive Order No. 84-01 - Rescinded	Rescinded as of 3/1/2016
68 (R)	Clearance for Special Activities & Fund Raising	August 8, 1986
68 (R) Attachment	Special Activity/Fund Raiser Clearance Form	August 8, 1986
69 (R)	Overtime Policy and Procedures	January 28, 2026
69 (R) Attachment	Overtime Policy and Procedures Form	January 28, 2026
70 (R)	Application of the Fair Labor Standards Act (FLSA) to Governmental Entities	April 30, 1990
71 (R)	Code of Ethics	April 1, 2019
72 (R)	Payroll Time Keeping Procedures	January 28, 2026
73 (R)	Amended IRCA Employer Regulations 1-9 Form	February 12, 1992
74	Audit Requirements for Grants and Concessions	September 14, 1987
75 (R)	Selective Service Registration	July 15, 1999
75 (R) Attachment	Selective Service Registration Attachment	July 15, 1999
76 (R)	Smoking and Vaping Policy	May 18, 2015
77	Leasing of Immovable Property from Private Owners	April 6, 1989
78	Mayoral Approval of New Unclassified Service Appointments	April 6, 1989
79 (R)	MIS Work Order Request Procedures, Acquisition of Personal Computers	May 7, 1990
80	Appearance Before the Civil Service Commission (CSC)	February 6, 2019
81 (R)	Special Events Information	December 7, 1993
82 (R)	Standards of Appearance for City Employees	April 1, 2005
82 (R) Attachment	Standards of Appearance for City Employees Acknowledgement Form	April 1, 2005
83 (R)	Standards of Behavior for City Employees	September 18, 2023
83 (R) Attachment	Standards of Behavior for City Employees Acknowledgement Form	September 18, 2023
84	RAMS Procedures for Pay Adjustments	November 9, 1989
85	Crescent City Connection Toll Tickets	December 18, 1990
85	Crescent City Connection Toll Tickets Attachment	December 18, 1990
86	Capital Projects Design Advisory Committee - Rescinded	Rescinded as of 2/9/1990

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87 (R)	City Hall Parking Garage	June 20, 2006
87 (R) Attachment	Parking Agreement	June 20, 2006
88	Mobile Command Post	August 22, 1990
89 (R)	Substance Abuse	November 15, 2022
89 (R) Attachment	Substance Abuse Acknowledgement Form	November 15, 2022
90 (R)	Procedure for Calling an Election	September 18, 2012
91 (R)	Leave Donation Procedures	October 29, 2025
91 (R) Attachment	Leave Donation Form Classified	October 29, 2025
91 (R) Attachment	Leave Donation Form Unclassified	October 29, 2025
92	Compliance with the Public Records Act	December 23, 1991
92 Attachment	Compliance With the Public Records Act Attachment	December 23, 1991
93	Inspection of Personnel Records of Public Employees	December 23, 1991
93 Attachment	Request for Confidentiality Attachment	December 23, 1991
94 (R)	Americans with Disabilities Act (ADA) of 1990	April 16, 2019
94 (R) Attachment	City of New Orleans Sexual Harassment or Discrimination Complaint Form	April 16, 2019
94 (R) Attachment	Attachment A - Reasonable Accommodations	April 16, 2019
94 (R) Attachment	Attachment B - Employee Request for Reasonable Accommodation	April 16, 2019
94 (R) Attachment	Attachment C - ADA Accommodation Form Physician	April 16, 2019
94 (R) Attachment	Attachment D - Supervisor Resolution of Employees Reasonable Accommodation Request	April 16, 2019
94 (R) Attachment	Attachment E - Grievance Procedure Under the ADA	April 16, 2019
95	Claims Reporting Procedures	December 1, 1992
96 (R)	Consolidated Omnibus Budget Reconciliation Act (COBRA) Coverage	June 28, 2019
97 (R)	Health Care Coverage for Dependents of Employees Killed in the Line of Duty	March 11, 2020
98	Clearance on Items Accompanying Employees' Paychecks - Rescinded	Rescinded as of 12/1/1995
99	Safety Programs	December 14, 1995
100	GFS Security	June 11, 1996
101	Human Resources Time System (HRTS) - Rescinded and combined with Policy Memorandum No. 72	Rescinded as of 12/3/1996
102 (R)	Monitoring Requirements for Federal and State Grants	March 23, 2016

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103 (R)	Environmental Conservation	September 18, 2007
104	Public Notice for Street Construction Projects	April 3, 2002
105	Standardization of Paper Size	April 1, 2004
106 (R)	Procedures For Request of Policy or Circular Memorandums and Executive Orders	April 20, 2005
106 (R) Attachment	Policy Memorandum, Circular Memorandum, Executive Order Request Form	April 20, 2005
107	Mandatory Direct Deposit Program	July 9, 2004
108	Family and Medical Leave Policy and Procedures	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy B	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy C	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy D	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy E	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy F	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy G	September 18, 2023
108 Attachment	Family and Medical Leave Policy and Procedures Policy H	September 18, 2023
109	Regulations Pertaining to Assignment, Usage And Care, and Return of City Property by Employees	March 20, 2023
109 Attachment	Property Issuance/ Return Form	March 20, 2023
109 Attachment	Report Of Lost, Damaged, Or Stolen Property Form	March 20, 2023
110	Media Advisory Procedures – Rescinded and combined with Policy Memorandum No.15 (R)	Rescinded as of 8/10/2020
111	Regulations on Political Activities by City Employees	March 14, 2006
112	Emergency Leave and Office Closure Leave and Pay Policies	May 31, 2022
113 (R)	Procurement of Public Works and Construction Services	December 19, 2021
113 (R) Attachment	Attachment I - Informal and Formal Bid Procedures	December 19, 2021
113 (R) Attachment	Attachment II - Purchasing Forms	December 19, 2021
114	Public Works Projects by Design-Build Process	March 23, 2009
114 Attachment	Public Works Projects by Design-Build Process Attachment	March 23, 2009
115	Disability Retirement Healthcare Benefits for Public Safety Personnel Injured in the Line of Duty with Less than 10 years of Consecutive Service	July 13, 2009
115 Attachment	Disability Retirement Healthcare Benefits for Public Safety Personnel Injured in the Line of Duty with Less than 10 years of Consecutive Service Attachment	July 13, 2009

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116 (R)	Credit Card Issuance and Use - Rescinded	Rescinded as of 3/25/2010
117	Unclaimed Checks	June 9, 2009
118 (R)	Professional Services Contracts Funded By The Community Development Block Grant "CBDG" Program: Protocol for Selection of a Vendor (s) as Provided for in 24 C.F.R. 85.36	January 14, 2010
118 (R) Attachment	Professional Service Contracts Funded By the Community Development Block Grant Program Attachment	January 14, 2010
119 (R)	Emergency Procurement Practice	June 28, 2013
119 (R) Attachment	Emergency Procurement Practice Resource Request Form	June 28, 2013
120 (R)	Influenza Precautionary Protocol for City Hall Employees	September 7, 2023
121 (R)	Unclassified Personnel Outside Employment Policy	March 18, 2026
121 (R) Attachment	Outside-Employer-Authorization-Form---Chief-Administrative-Office	March 18, 2026
121 (R) Attachment	Outside-Employer-Authorization-Form---Law-Department	March 18, 2026
121 (R) Attachment	Outside-Employer-Authorization-Form---Office-of-Mayor	March 18, 2026
122 (R)	Contract Routing Process	September 1, 2022
122 (R) Attachment	Contract Routing Process Appendix F Justification for Contracts Under \$15,000	September 1, 2022
123	Employee Parking and Speeding Tickets	March 1, 2012
124	Waivers of Traffic Camera Violations	March 1, 2012
125	Donations to the City of New Orleans	February 22, 2013
126	Performance Management Policy	May 6, 2013
126 Attachment	Performance Management Policy Attachments A - C	May 6, 2013
127 (R)	Records Management (Formerly Record Retention)	May 24, 2016
128 (R)	Healthy Vending Guidelines	February 19, 2016
129	Policy for Review of Employment Candidates' Criminal History (Ban the Box)	January 10, 2014
129 Attachment	Policy for Review of Employment Candidates' Criminal History (Ban the Box) Attachments A - E	January 10, 2014
130	Procurement Protest Policy	September 24, 2014
131 (R)	Classified Employees Outside Employment Policy	June 11, 2015
131 (R) Attachment	Outside Employer Authorization Form Classified Employees	June 11, 2015
132	Federal Grants Duplication of Benefits Policy	January 28, 2015
133 (R)	Resilience Design Review Committee	December 14, 2017

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134 (R)	Complete Streets Policy & Program	October 5, 2020
135	Data Policy	December 20, 2016
136 (R)	Prohibition on Salary History Inquiries for Classified and Unclassified Hires	August 15, 2019
137	Procurement Requirements for Federal Grants	February 16, 2017
138	Charges for Encroachment onto City Property	October 30, 2017
139	City of New Orleans Fraud Waste and Abuse Policy	October 31, 2017
140 (R)	Policies for Stormwater Pollution Prevention	November 27, 2017
141 (R)	Sexual Harassment Policy and Complaint/ Investigation Procedures	December 20, 2021
141 (R) Attachment	Sexual Harassment Complaint Form	December 20, 2021
142	Human Relations Internal Complaint Process	September 9, 2019
143 (R)	Rescind CAO Policy Governing Promotion Procedure for Classified, Non-Civilian (Commissioned) Positions	August 25, 2024
144 (R)	Respiratory Illness Exposure Control Protocol For City Employees	September 7, 2023
145	Employee Expense Reimbursement	June 23, 2021
145 Attachment	Employee Expense Reimbursement Form	June 23, 2021
145 Attachment	Employee Expense Reimbursement C	June 23, 2021
145 Attachment	Employee Expense Reimbursement D	June 23, 2021
145 Attachment	Employee Expense Reimbursement Flowchart	June 23, 2021
146 (R)	COVID-19 Workplace Protocols	September 7, 2023
147 (R)	Remote Work/Telecommute Policy	January 28, 2026
147 (R) Attachment	Remote Work Request Form	January 28, 2026
148	Special Rate of Pay: Mardi Gras Extended Special Event	February 7, 2023
148 Attachment	Payroll Instructions for the Special Rate of Pay - Mardi Gras Extended Special Event	February 7, 2023
149	Workplace Lactation Accommodation and Employee Support	June 2, 2025
149 Attachment	Workplace Lactation Accommodation and Employee Support Form	June 2, 2025
150	Department Head Performance Planning And Evaluation	January 28, 2026
150 Attachment	Department Head Performance Evaluation Form	January 28, 2026
150 Attachment	Unclassified Performance Planning and Evaluation Form	January 28, 2026