CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 98 **December 1, 1995**

TO: All Departments, Boards, Agencies and Commissions

FROM: Marlin N. Gusman, Chief Administrative Officer

SUBJECT: **CLEARANCE ON ITEMS ACCOMPANYING EMPLOYEES' PAYCHECKS**

I. PURPOSE.

This policy memorandum establishes procedures for getting permission for various types of documents to accompany employees' paychecks.

II. PROCEDURES.

A. Any type of document to be placed with employees' paychecks must be authorized by the Administration before being released to the employees.

B. All requests for items to be issued with the employees' paychecks first must be sent, in writing, to the attention of the Chief Administrative Officer, Room 9E01, City Hall, 1300 Perdido Street, New Orleans, Louisiana 70112. Specifics such as item description, date of event, and contact personnel should be cited in the correspondence.

C. Permission then must be obtained from the City's Review Committee. It consists of the City's Chief Administrative Officer, the Executive Assistant to the Mayor for Intergovernmental Relations, and the Director of the Finance Department.

D. If the item is approved for issuance with the employees' paychecks, then the requesting agency will be sent written notification of the approval to proceed with further instructions for dissemination of the item with the paychecks. If the committee disapproves the issuance of the item, then written notification of this action will be sent to the requesting agency.

E. It is incumbent upon the initiating agency to print a sufficient number of enclosures going with the paychecks. That agency too will be responsible for arranging the delivery of the documents to the Treasury Bureau, which releases the employees' paychecks.

F. These procedures apply to both City governmental agencies and those entities not associated with City government.

III. NOTIFICATION TO EMPLOYEES.

When documents accompany paychecks, Treasury Bureau personnel are asked to remind those picking up paychecks to take the extra printed items for giving to the employees. Items accompanying paychecks state information which updates employees on important events.

IV. INQUIRIES.

Questions concerning this memorandum may be addressed to this office at 565-6524 or the Finance Department at y565-6600.

Marlin N. Gusman
Chief Administrative Officer

MNG/JMR/itb