


CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 121(R)

March 18, 2026

TO: All Departments, Boards, Agencies and Commissions

FROM: Joseph I. Giarrusso III, First Deputy Mayor and Chief Administrative Officer 

SUBJECT: UNCLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT POLICY

1. PURPOSE.

The purpose of this memorandum is to establish guidelines for outside employment by unclassified employees of the executive branch of the City of New Orleans. The City of New Orleans and its agencies and departments have a vested interest in the outside employment and business activities of its employees and in maintaining the public perception that public employees are committed - first and foremost - to their public responsibilities.

In as much as public confidence in City government depends upon transparency, ethical conduct, and accountability in decision-making, it is mandatory that all outside employment requests be reviewed and approved by the appropriate City official prior to engagement in any such employment.

2. DEFINITIONS.

- A. "Outside Employment" is the employment of any unclassified employee by another individual, business, establishment, or organization, or on a self-employed basis, where the employee is compensated for their services. For purposes of this definition, services provided in an independent contractor capacity shall constitute outside employment.
- B. "Part-Time Employment" means employment in which a person normally works is less than thirty-five hours in a two-week period.
- C. "Permanent Outside Employment" means compensated work performed on a regular or ongoing basis for the same employer.
- D. "Short Term Outside Employment" means compensated work performed on a temporary or time-limited basis for the same employer.

### 3. POLICIES.

- A. Permanent Outside Employment shall not be allowed.
- B. No City employee shall engage in outside employment as an elected or appointed official for the State of Louisiana or any other political subdivision.
- C. No department head, deputy mayor, or unclassified member of the executive staff employed full-time within the Office of the Mayor may engage in any permanent or Short-Term Outside Employment or compensated engagement. This shall not prohibit outside employment by part-time executive staff whose employment has been approved in writing by the Mayor or employment activities necessary to maintain the professional licensure or certification of an employee whose public duties include matters involving public health or clinical medicine.

Any permitted outside employment under this section shall be conducted in a manner that does not limit or interfere with the performance of the employee's duties on behalf of the City.

- D. Short Term Outside Employment may be allowed in limited circumstances subject to the written approval of the CAO. For unclassified part-time executive staff seated within the Office of the Mayor, Short Term Outside Employment may be allowed in limited circumstances subject to the written approval of the Mayor. For unclassified part-time executive staff seated within the Law Department, Short Term Outside Employment may be allowed in limited circumstances subject to written approval by the City Attorney.
- E. If an employee receives advance written approval for Short Term Outside Employment from the CAO, Mayor, or the City Attorney, as appropriate, such outside employment:
  - a. Shall not be undertaken during the employee's regular working hours with the City unless the employees has requested and has been approved to take leave by their supervisor.
  - b. Shall not represent a conflict of interest with the employee's duties as a public employee pursuant to the Louisiana Code of Governmental Ethics and the City Code of Ethics.
  - c. Shall not interfere with the employee's performance of their duties.
  - d. With regard to attorneys, shall not represent a conflict of interest pursuant to the Louisiana Rules of Professional Conduct.
- F. While working in approved outside employment, employees shall conform to all City policies, rules, procedures, and orders.

### 4. PROCEDURE.

- A. Unclassified employees desiring to work outside city employment shall complete and submit an Outside Employment Authorization Form. Approval of the request by the CAO must be received prior to accepting the outside employment. This shall not include unclassified part-time executive staff seated within the Office of the Mayor or the Law Department.
- B. Unclassified part-time executive staff seated within the Office of the Mayor shall complete and submit an Outside Employment Authorization Form. Approval of the request by the Mayor must be prepared prior to accepting the outside employment.
- C. Unclassified part-time executive staff seated within the Law Department shall complete and submit an Outside Employment Authorization Form. Approval of the request by the City Attorney must be received prior to accepted the outside employment.
- D. Outside Employment Authorization forms shall be submitted to the CAO, the Mayor, or the City Attorney, as appropriate, for consideration and written approval.
- E. The employee shall file, with the office of CAO, the Mayor, or the City Attorney, as appropriate, a personal financial disclosure form for any Approved Outside Employment. The financial disclosure report shall reflect the sources and amounts the employee received for any approved Outside Employment activities with respect to any transactions, employment, and/or liabilities related to the Outside Employment for the prior calendar year.

5. EXEMPTIONS.

- A. This Policy shall not apply to persons elected to or holding public office that are otherwise in compliance with state and/or federal law prohibiting dual office-holding.
- B. Uncompensated service on behalf of public agencies or boards of non-profit organizations shall, to the extent not inconsistent with applicable law, be permitted so long as the service does not interfere with the performance of an employee's duties.
- C. Attorneys may engage in the following activities:
  - a. Pro bono practice through an established, sponsored, or recognized by the Louisiana State Bar Association's (LSBA) Access to Justice Program.
  - b. Participation in LSBA mentoring programs.
  - c. Uncompensated representation of immediate family members (as defined in La. R.S. 42:1102).
  - d. Other limited non-compensated roles, such as serving on

LSBA committees or presenting continuing legal education programs.

6. ENFORCEMENT AND DISCIPLINE.

Violations of this policy memorandum may result in disciplinary action, including removal from unclassified service, consistent with applicable law and personnel rules.

7. INQUIRIES.

Questions regarding this memorandum may be addressed to the Chief Administrative Office.