

OFFICE OF THE MAYOR

EXECUTIVE ORDER HM 26-11

OUTSIDE EMPLOYMENT BY EXECUTIVE BRANCH OFFICIALS

WHEREAS, Article IV, Section 4-101 of the Home Rule Charter of the City of New Orleans vests executive and administrative authority in the Mayor; and

WHEREAS, the Mayor is responsible for supervising executive departments, agencies, boards, and commissions subject to mayoral authority, including those administered through the Chief Administrative Officer; and

WHEREAS, public confidence in City government depends upon transparency, ethical conduct, and accountability in decision-making;

WHEREAS, 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; and

WHEREAS, CAO Policy Memorandum No. 121 currently provides relative to outside employment by unclassified personnel;

NOW THEREFORE, I, HELENA MORENO, pursuant to the authority vested in me as the Mayor of the City of New Orleans by Section 4-206(3) of the New Orleans Home Rule Charter and other applicable law, **DO HEREBY ORDER AS FOLLOWS:**

1. **Purpose.** The purpose of this Order is to address outside employment by officials in the executive branch of City government.
2. **Effective Date.** This Order shall become effective upon execution.
3. **Outside Employment Review.** The Chief Administrative Officer is hereby directed to review all policies relative to outside employment by unclassified employees and to implement any necessary or advisable changes to said policies within 60 days of this Order.
4. **Departmental Compliance.** All executive departments are hereby directed to assess compliance with the City's outside employment policy not less than annually and to include training on the outside employment policies as part of the employee onboarding process.

5. Prohibited Outside Employment.

A. Notwithstanding any provision in any applicable CAO policy to the contrary, 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. 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. Further, nothing herein shall prohibit reimbursement of costs incurred as part of the employee's uncompensated service on behalf of a public agency or non-profit organization, such as travel or similar expenses, provided that the reimbursement does not involve the use of city funds.

B. The provisions of this section 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, provided that any such employment 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.

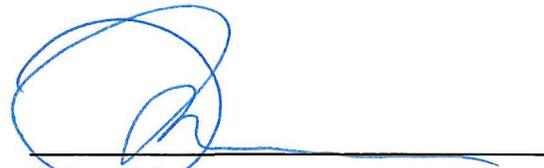
6. Enforcement and Discipline.

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

B. Nothing in this Order shall be deemed to create a private cause of action.

7. **Duration.** This Order shall remain effective until amended, rescinded, or terminated in accordance with applicable law.

WITNESS MY HAND AND SEAL THIS 12TH DAY OF JANUARY, 2026 AT NEW ORLEANS, LOUISIANA.



Helena Moreno
Mayor
City of New Orleans