

**CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE**

POLICY MEMORANDUM NO. 38

January 21, 1982

TO: All Departments, Boards, Agencies, and Commissions

FROM: Reynard J. Rochon, Chief Administrative Officer

SUBJECT: EXECUTIVE, ADMINISTRATIVE, AND PROFESSIONAL PAY POLICY

1. PURPOSE.

The purpose of this memorandum is to revise Policy Memorandum No. 156 (Revised and Amended), issued December 13, 1977, and subsequently amended February 9, 1978, February 1, 1979, and December 20, 1979.

2. COMPENSATION POLICY.

Effective December 27, 1981, all employees who participate in the Executive, Administrative, and Professional Pay Policy shall be governed by these provisions:

- a. The immediate supervisor shall rate an EAP employee every 36 weeks from the date of last awarded salary increase of any type subject to the evaluation criteria in Section 3 of this memorandum. All EAP employees' ratings will be reviewed by the Appointing Authority and either approved or disapproved at the time of EAP eligibility of the employee.
- b. All salary increases are effective on the Sunday of a workweek.
- c. An employee who is denied an EAP increase shall be notified in writing of work deficiencies with copies to Civil Service for a Classified employee and to CAO-Personnel Management and General Services Division for an Unclassified employee whose position is listed in the Unclassified Pay Plan of the City of New Orleans. The immediate supervisor and the Appointing Authority will be able to reevaluate the employee's performance in ninety (90) days. If a second denial occurs, then reasons for such denial must be furnished, in writing, to the employee and to the Chief Administrative Office, Personnel Management and General Services Division, (for the Unclassified Service) or to the Civil Service Department (for the Classified Service). An employee who is denied an EAP increase a second time will not be able to be reevaluated until 36 weeks have expired after this denial.

- d. There will be no more written justification for administrative late EAP increases. If an EAP increase is submitted after ten (10) working days of the employee's eligibility date, then the effective date shall be the Sunday of the workweek in which the personnel form is time-stamped into the CAO. There shall be no retroactive increases for an employee. It is incumbent upon the employee and his/her supervisors to be cognizant of the eligibility date and to plan for proper evaluation of the employee's performance.

3. EVALUATION CRITERIA.

- A. Granting of an increase as described in the section entitled "Compensation Policy" shall be based on overall job performance. The immediate supervisor shall review the job performance of an employee. Such factors should include, but are not limited to, the quality of work, attendance, job attitude, productivity, and if applicable, the Civil Service Annual Rating when considering job performance. If the immediate supervisor recommends an increase, then the recommendation for the salary increase shall be submitted to the Appointing Authority for his/her approval. The granting of each pay increase under the provisions of this policy is subject to the Appointing Authority's and the Chief Administrative Office's approval, and that of the Department of Civil Service for Classified Service personnel. The granting of each pay increase under the provisions of this policy is subject to the Appointing Authority's approval, the Chief Administrative Officer's approvals for personnel listed in the Unclassified Pay plan. An Appointing Authority is defined as the one who is ultimately responsible for the administration of a department/division of a department or office/board and reports directly to the Mayor or the Chief Administrative Officer, or a board of commissioners.
- B. Employees who have been absent from the job for the periods of time outlined below will have their EAP eligibility dates adjusted.
- C. Any combination of annual leave, sick leave(with or without pay), leaves without pay, civil leave, maternity leave, military leave (with or without pay), and educational leave (with or without pay) taken in excess of 35 days in a rating period shall adjust the cycle for all days taken past 35 days. Any usage of a single type of aforementioned leave in excess of 35 days in a rating period also shall adjust the cycle.
- D. If an employee is demoted during a rating period, then his/her EAP cycle will be adjusted 36 weeks before the employee is eligible for consideration of an EAP increase.
- E. If an employee is suspended without pay during a rating period, then his/her EAP cycle will be adjusted the number of days that employee is

in a suspended status. The adjustment in a cycle due to a suspension is subject to Paragraph 3(b) of this memorandum.

- F. If an employee is transferred to a lateral class of employment (a classification having the same salary range as his/her present classification), then the EAP cycle shall not be readjusted for a new 36 week period. The employee will be eligible for consideration just as if a transfer had not occurred.
- G. Any time an employee receives a promotion which results in a base salary increase greater than 5% (exclusive of longevity), then the EAP cycle shall be readjusted 36 weeks. A base salary increase equal to or less than 5% shall not adjust the EAP cycle.

4. SUGGESTIONS ON RATINGS.

- A. Appointing Authorities are encouraged to develop internal rating forms which are relevant to the operations of the respective department.
- B. Rating factors should be applied equally to all incumbents in a specific class of work. Immediate supervisors should complete rating forms first before submitting them to the Appointing Authority for his/her approval which is indicated on rating form.

5. CONDITIONS OF ADMINISTERING THE COMPENSATION POLICY.

- A. All employees under this compensation policy shall not be eligible to receive overtime compensation or to participate in any other salary increase policy or policies, except the longevity provisions and the existing promotional increase policy.
- B. All persons employed in the attached listings of categories of work shall not be compensated monetarily or with compensatory time for hours worked in excess of the declared hours per workweek.
- C. The required number of hours worked, or the required days of the week to be worked beyond the general established conditions of employment in order to fulfill job demands or to accomplish completion of assignments shall be determined at the discretion of the Appointing Authority.
- D. Employees under this compensation policy are expected to be on call, outside of the general workweek, and to accept work assignments if their services are deemed necessary within the discretion of the Appointing Authority.
- E. In all cases, the administration of this policy shall be governed by the minimum and maximum of the respective salary range and applicable longevity provisions.

- F. Longevity increases do not affect the EAP cycle.
- G. Appointing Authorities are reminded that both immediate supervisors and employees covered by the Executive, Administrative, and Professional Pay Policy are responsible for the timely declaration of eligibility dates to those who rate the employee for performance.

6. PROCEDURE.

- A. Classified employees who receive approval by the Appointing Authorities for EAP salary increases shall have salary increases processed by the submission of a RAMS-P2 personnel status form to the Budget and Operations Management Division of the Chief Administrative Office for processing and subsequent forwarding to the Civil Service Department. Unclassified employees whose positions are included in the Unclassified Pay Plan of the City of New Orleans and who receive approval by the Appointing Authorities for EAP salary increases shall have salary increases processed by the submission of a RAMS-P2 personnel status form to the Personnel Management and General Services Division of the Chief Administrative Office for processing and subsequent forwarding to the Budget and Operations Management Division of the Chief Administrative Office and the Civil Service Department.
- B. Personnel transaction forms shall be prepared in accordance with salary increase instructions in the Resource Allocation Management System (RAMS) Personnel Manual for a RAMS P-2 form which must bear an original signature of Appointing Authority.

7. ELIGIBILITY OF EMPLOYEES.

Only those persons who are employed in the categories of work in the attached listings are considered as the executive, administrative, and professional personnel affected by the compensation policy. Attached are two (2) listings: Classified Service Class Codes and the Unclassified Service Class Codes.

8. AVAILABLE FUNDS.

This pay policy shall be subject to the availability of funds in the annual operating budget.

9. INQUIRIES.

Any questions concerning this memorandum as it pertains to the Classified Service should be addressed to the Department of City Civil Service, Classification and Pay Division, at 586-4795. Any questions concerning this memorandum as it pertains to the Unclassified Service should be addressed to the Chief Administrative Office, Personnel Management and General Services Division, at 586-4678 or 586-3377.

RJR:JMR:bwk

Attachments: Classified EAP Class Codes
 Unclassified EAP Class Codes