

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 45

September 4, 1979

TO: All Departments, Boards, Agencies and Commissions

FROM: Reynard J. Rochon, Chief Administrative Officer

SUBJECT: PRIOR APPROVAL OF TEMPORARY SERVICES

1. PURPOSE.

The purpose of this memorandum is to establish a procedure which requires City agencies to obtain the approval of the Chief Administrative Office prior to obtaining temporary employment services.

2. PROCEDURE.

- A. City departments and agencies which desire to hire help of any type from a temporary employment agency must submit a written request for prior approval to the Personnel Management and General Services Division of the Administrative Office. The request shall be submitted on CAO Form No. 27 a copy of which is attached to this memorandum. Departments shall make sufficient copies of CAO Form No. 27 for their use.
- B. Departments shall submit the form to the Personnel Management and General Services Division of the Administrative Office for approval or disapproval. The Operations Administrator of the Personnel Management and General Services Division shall coordinate the request with the Dept. of Civil Service for hiring purposes and the Budget and Operations Management Division of the Administrative Office for availability of funds.
- C. The Operations Administrator of the Personnel Management and General Services Division shall return CAO Form No. 27 to the requesting department specifying whether the request has been approved or disapproved.
- D. Any requests for payment of temporary help submitted to the Department of Finance must be accompanied by an approved copy of CAO Form No. 27. The Department of Finance shall not process any request for payment of temporary employment services unless an approved request form is attached.

3. CANCELLATION.

If any departments, agencies, or commissions are presently using temporary help, all appointing authorities are to terminate immediately all temporary help services, effective on the issuance date of this memorandum. Any exceptions to this action must be approved by the Personnel Management and General Services Division in accordance with the provisions of the outlined procedures. Payments for current temporary services after the date of this memorandum will not be made without an approval issued by the Administrative Office.

4. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Personnel Management and General Services Division of the Chief Administrative Office at 586-4871.

RJK:KS:ch
Attachment