

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 11

January 4, 1978

TO: All Departments, Boards, Agencies and Commissions

FROM: Terrence R. Duvernay, Chief Administrative Officer

SUBJECT: PAY ADJUSTMENTS AS A RESULT OF A PROMOTION OR RECLASSIFICATION

1. PURPOSE.

The purpose of this memorandum is to revise Policy Memorandum No. 36 issued August 11, 1976, by removing the limitation of three (3)-steps relative to a pay adjustment for an individual employee who has received a promotion or a reclassification of his position and whose position is listed in the Executive, Administrative, and Professional Pay Policy, and by making technical corrections in reference to personnel transaction forms.

2. PROCEDURE.

These guidelines pertain to positions listed in both the Classified Pay Plan and the Unclassified Pay Plan of the City of New Orleans.

A. Reclassification

Upon the reclassification of an employee's position to a position classification with a higher pay range, the appointing authority shall place the employee at the minimum salary of his/her new position classification. In the event an employee is drawing a salary equal to or above the minimum for his/her new position classification, he/she shall continue to draw the same salary as he/she did prior to reclassification. Reclassification itself does not warrant a step increase; and, the appointing authority shall take no action to authorize an increase in pay if the employee is on or above the minimum for his new position classification. If an employee takes the Civil Service examination for the higher class of work to which his/her position has been reclassified; and, if he/she is appointed from a Civil Service register to the reclassified higher position, then he/she shall receive a one-step salary increase. An incumbent who has Rule III of the Civil Service Rules applied shall not be eligible for this one-step increase.

B. PROMOTION.

A promotion is defined as a change in an employee's class of work with a lower salary range to a higher salary range. When an employee is promoted, his/her salary shall be placed at the minimum pay step of the new class of work. The appointment to the new class of work shall always be made at the incumbent's present salary in the lower class of work if the incumbent's

salary itself is equal to or above the minimum pay step of the new class of work. In the event the action to place him/her at the new minimum of the range of the new class of work results in no increase in pay for the employee, the appointing authority shall initiate a RAMS-P2 (personnel status form) to increase the employee's pay by one step.

3. INQUIRIES

Any questions concerning this memorandum should be addressed to the Head of the Operations Administrator, Personnel Management Division for the Chief Administrative Office at 586-4871.

Terrence R. Duvernay
Chief Administrative Officer

TRD:JMR:lp