

CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 78

April 6, 1989

TO: All Departments, Boards, Agencies and Commissions

FROM: Stewart Walker, Chief Administrative Officer

SUBJECT: MAYORAL APPROVAL OF NEW UNCLASSIFIED SERVICE APPOINTMENTS

1. PURPOSE.

This memorandum establishes a procedure which necessitates prior mayoral approval of new appointments to the Unclassified Service of City government.

2. PROCEDURES.

- A. Individuals may not be hired in the Unclassified Service of the City of New Orleans without the prior approval of the Mayor or his designated representative. This policy is applicable to any entity that is under the Mayor's jurisdiction.
- B. Appointing Authorities and/or their designated representatives must procure approval from the Mayor before any discussions commence about possible employment with a prospective employee.
- C. Personnel transaction forms of new appointments in the Unclassified Service must be signed by the Mayor prior to the processing of the forms through the system. Evidence of the Mayor's approval will be indicated by his handwritten initials on a RAMS P-1 personnel transaction form bearing the appointee's name.
- D. RAMS P-1 personnel transaction forms for new Unclassified Service appointments which do not contain evidence of the Mayor's approval will be returned to the initiating department by the Personnel Management and General Services Division of Chief Administrative Office.
- E. The provisions of this memorandum do not apply to any personnel actions in the Classified Service. Also, the provisions of this memorandum do not apply to promotions, transfers, or demotions in the Unclassified Service.

3. INQUIRIES.

Any questions concerning this memorandum should be addressed to the Personnel Management and General Services Division of the Chief Administrative Office at 586-4678 OR 586-3377.

SW/JMR/snj