

CITY OF NEW ORLEANS  
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM No. 14

April 23, 1980

**TO:** All Departments, Boards, Agencies and Commissions

**FROM:** Reynard J. Rochon, Chief Administrative Officer

**SUBJECT:** PROHIBITION AGAINST USE OF COMPENSATORY TIME

**1. PURPOSE.**

The purpose of this memorandum is to prohibit all City departments, boards, agencies and commissions from allowing any employees to use compensatory time as allowed for non-EAP employees under Rule IV, Section 10.2 (D) of the City Civil Service Rules.

**2. PROCEDURE.**

- A. Rule IV, Section 10.2 (C) and (D) of the Civil Service Rules provide for allowing non-exempt employees to earn compensatory time which must be expended within the calendar year. This Civil Service Rule has been in effect since the first pay period of January, 1980.
- B. Effective immediately, City employees are prohibited from earning compensatory time off in lieu of overtime payment as provided for under Civil Service Rule IV, Section 10.2(D). Any employee whose job classification is not included in the Executive, Administrative and Professional (EAP) Pay Policy must be paid at the appropriate overtime hourly rate for any hours worked over the regularly scheduled work week. City employees whose job classifications are included in EAP are not eligible for either payment of overtime or compensatory time.
- C. Any City employee who has accrued compensatory time under the provisions of Rule IV, Section 10.2 (D) prior to the date of this memorandum and which is recorded on the payroll, must expend this compensatory time earned, on or before December 31, 1980.

**3. EXCEPTION.**

The prohibition against the use of compensatory time as included in this memorandum shall not apply to non-exempt uniformed fire suppression personnel as included under the provisions of Rule IV, Section 10.2(C) of the Rules of City Civil Service.

**4. INQUIRIES.**

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

Reynard J. Rochon  
Chief Administrative Officer

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