

CITY OF NEW ORLEANS CIVIL SERVICE FORM
RETENTION PAY BASED ON OUTSIDE JOB OFFER

Please complete this form and attach the posted job announcement and verifiable documentation of the outside job offer. This form is to be completed for an employee with permanent status who has received an outside job offer. Submit this form by email to csno@nola.gov or to the Civil Service Department at 1340 Poydras Street, Suite 900.

Appointing Authority Name: _____
Appointing Authority Department: _____
Appointing Authority Phone Number: _____
Appointing Authority Email: _____

EMPLOYEE INFORMATION

Name of Employee: _____
Current Class: _____
Date of Permanent Status: _____
Unusually high or unique qualifications of the employee or special needs of the employee's services that make it essential to retain the employee: _____

Percentage increase requested by appointing authority (not to exceed 15%): _____

OUTSIDE EMPLOYER INFORMATION

Employer: _____
Contact Person: _____
Telephone number and/or email address: _____
Title of Position Offered: _____
Compensation Offered: _____

*Offers from another City department, or another City Board or Commission will not be accepted. Offers between Sewerage and Water Board and City Departments may be accepted.

Employees with permanent status who have received a verifiable outside job offer at a rate of pay higher than the employee's current rate of pay may, subject to the approval of the Personnel Director, authorize pay above the minimum of up to 15% not to exceed the third quartile (step 31) of the pay range.

*Employees may face disciplinary action, up to termination, if it is discovered that the pay offer was falsified.

You must attach:

- Written documentation of the offer in the form of a letter or email from the outside employer.
- Documentation of the business's filing with a secretary of state or equivalent.

I _____ (printed employee name) acknowledge that I do not have a personal relationship with the business owner and the submitted offer is legitimate. If this offer is determined to be falsified, the additional pay awarded will be recovered. I may also face disciplinary action for submitting a false document.

Employee Signature

Printed Name of Appointing Authority/Designee

Signature of Appointing Authority/Designee