


CITY OF NEW ORLEANS

CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 136(R)

August 15, 2019

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montaña, Chief Administrative Officer 

SUBJECT: PROHIBITION ON SALARY HISTORY INQUIRIES FOR CLASSIFIED AND UNCLASSIFIED HIRES

I. POLICY

The purpose of this memorandum is to prohibit City employees and agents who represent the City from seeking salary histories from employment candidates for classified and unclassified positions. Inquiries about salary history during the application and interview processes have been shown to negatively impact compensation rates for women. When salary history is used to determine the salary offered, pay disparities are carried forward because females earn, on average, less than their male equivalents. In order to ensure that male and female candidates receive salary offers based on candidate qualifications and position requirements, interviewers are not permitted to inquire about a candidate's salary history.

II. GOVERNING AUTHORITY

Chapter 3 Section 4-302(5) of the City Charter authorizes the Chief Administrative Officer to "prescribe accepted standards of administrative practice to be followed by all offices, departments, and boards."

III. PROCEDURE

The hiring department will not ask a candidate about his or her salary history throughout the application or interview phases. Once an offer of employment that includes a proposed salary is made, the candidate may choose to offer information about salary history in order to negotiate a higher salary in the Unclassified Pay Plan or to provide guidance to Civil Service regarding exempt or non-exempt status in accordance with Fair Labor Standards Act. The hiring department is permitted to provide the candidate with the salary range for the position that has been authorized by the City Council within the Classified and Unclassified Pay Plans, respectively.

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IV. TRAINING

The City Attorney's Office is available to provide training or guidance regarding this policy to departmental human resources personnel, hiring managers, and appointing authorities upon request. All existing and new employees who are involved in decisions regarding salary or hiring may request training from the City Attorney's Office as well.

V. INQUIRIES

Any inquiries regarding this policy memorandum should be addressed to the Chief Administrative Office, Division of Personnel and Training for Unclassified employees at (504) 658-8600 and to the Department of Civil Service for Classified employees at (504) 658-3500.

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