



CITY OF NEW ORLEANS

DEPARTMENT OF CITY CIVIL SERVICE
SUITE 900 – 1340 POYDRAS ST.
NEW ORLEANS LA 70112
(504) 658-3500 FAX NO. (504) 658-3598

CITY CIVIL SERVICE COMMISSION

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July 21, 2026

Aisha Collier, Clerk of Council
Room 1E09, City Hall
New Orleans, LA 70112

Submitting for Council Approval: Amendments to Civil Service Rules (Chief Administrative Office)

Dear Ms. Collier:

In accordance with Article X, Section 10 of the Constitution of Louisiana, this agency is submitting for Council approval, the following amendments to the Classified Pay Plan as adopted by the Civil Service Commission at its meeting of July 21, 2026 as outlined below:

Submitting for Council Approval: Amendment to Civil Service Rules

Rule IV, Section 2.5 (Merit Pay)

(Additions are in **bold** - Deletions have been ~~struck through~~)

- (a) In order to promote a high performing workforce, classified employees who ~~exceed expectations~~ **achieve exceptional performance ratings** shall receive annual merit-based payments **and the City shall budget accordingly to make these payments.**
- (b) **Notwithstanding the above, merit-based payments shall not be paid in years where the Personnel Director or Civil Service Commission approves furloughs of employees in more than one job class pursuant to Rule XII Section 9 prior to June 1st.**
 - 1. **However, if the Civil Service Commission approves compensation of employees impacted by furloughs in more than one job class pursuant to Rule XII, Section 9.2, the Mayor or other Executive Authority who requested the furlough shall make merit-based payments pursuant to this Section, unless the Mayor or other Executive Authority provides the Commission with sufficient justification for the Administration's financial inability to fund merit-based payments.**

"An Equal Opportunity Employer"

~~(a) Annually, each organizational unit shall budget two percent (2%) of the combined base rates (as defined in Rule I, Number 10) of pay of all permanent classified positions filled in the organization until as of January 1 of that year.~~

Effective for the ~~2023~~**2027** observation year to be paid in ~~2024~~**2028** and thereafter:

2. An employee who is in active status for at least one year prior to the end of the annual review period and has completed the performance evaluation process shall be granted a merit payment, provided that the appointing authority has documented via an official Civil Service Performance Evaluation that the employee's performance merits such an adjustment.
3. Annually, the amount of the merit pay shall be a one-time payment of \$2,000 for a rating of ~~Exceeds Expectations~~ **"Exceptional"**.
4. In accordance with Rule XI Sections 1.2(c) and 1.3(c) and Evaluating Supervisor or Second Level Evaluating supervisor who fails to administer the performance evaluation system in accordance with these Rules shall not be eligible for a merit ~~increase~~ **payment** for that year.
5. Such merit payments shall be effective for the closest pay period after June 1 provided:
 - i. that suitable documentation evidencing evaluation of the individual employee and detailing specific justification for the employee's entitlement to such a payment has been provided to Civil Service.
 - ii. the recipient is an active employee at the time of payment.
6. An employee's eligibility for merit payments shall not be interrupted by time served in the military service. All such payments shall be made upon the employee's return from military service.
7. Any adjustment, **payment**, or increase an employee receives under the provisions of other Rules, unless otherwise indicated, shall not affect such employee's eligibility to receive a merit payment authorized under this Rule.

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At the request of the administration, the aforementioned rule amendments were approved by the Civil Service Commission with the objective of supporting and promoting a high performing workforce.

Please let us have a certified copy of the action taken by the Council on these rule amendments.

Very truly yours,


Amy B. Trepagnier
Personnel Director

cc: Joseph I. Giarusso, Chief Administrative Officer
Jonathan Wisbey, Chief Information Officer
Justyn Hawkins, Chief of Staff
Calvin Aguillard, Councilmanic Fiscal Officer
Ashley Spears, Councilmanic Fiscal Officer
Anita Curran, Council Research Officer
Christina Hamilton, Assistant Chief Administrative Officer