

**MOTION**

**NO. M-26-46**

**CITY HALL: January 27, 2026**

**BY: COUNCILMEMBERS HARRIS, WILLARD, MORRELL, MCCARRON AND KING**

**WHEREAS**, at its meeting on October 29, 2025, the Civil Service Commission adopted the following amendment(s) to the Civil Service Rules.

In accordance with Article X, Section 10 of the Constitution of Louisiana, this agency is submitting for Council approval, the following amendments to the Civil Service Rules as adopted by the Civil Service Commission at its meeting of October 29, 2025 as outlined below:

**Submitting for Council Approval: Amendments to Civil Service Rules**

**Rule II, Section 12 ORGANIZATION, RULES, AND PROCEDURES OF COMMISSION**

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

~~From: 12.11 The employee member of the Commission shall be placed on civil leave when attending meetings of the City Civil Service Commission during the employee member's regular work day, and will not incur any reduction in salary for time spent away from his or her regular job. Thus, no honorarium shall be granted to the employee member, except for retired employees.~~

**To: 12.11 When the employee member of the Commission attends meetings of the City Civil Service Commission during the employee member's regular work day, the employee member will be considered working, and no leave shall be reported. No honorarium shall be granted to the employee member, except for retired employees.**

**12.12 When the employee member is required to conduct other Commission business during the employee member's regular work day, other than the duties in section 12.13, the employee member will be considered working, and no leave shall be reported, based on the following conditions:**

- a) The Chairperson or Vice-Chairperson has requested that the employee member perform Commission business during the employee member's regular work day; and**
- b) The employee member has notified the employee member's appointing authority of the need**

**to perform Commission business during the employee member's work day, and the employee member's absence will not pose an undue hardship to the employee member's appointing authority.**

~~12.12~~ 12.13 The employee member of the Commission will be required to read transcripts of employee appeal hearings and to write opinions based on the facts determined therein. This portion of the employee Commission member's duties must be completed outside normal working hours, and is not eligible for remuneration.

**RULE VIII: ANNUAL AND OTHER FORMS OF LEAVE (Section 4. CIVIL LEAVE)**

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

4.1 An employee shall be given time off without loss of pay:

(a) When performing jury duty;

(b) When subpoenaed to appear before a court, public body or Commission. However, in cases where the employee has a direct interest in the matter, Civil Leave shall not be authorized, but rather the appointing authority shall grant annual leave, or, in its absence, leave without pay;

(c) When performing emergency civilian duty in connection with national defense;

(d) When ordered to appear for a medical or other examination by the Selective Service System or by a branch of the Armed Forces of the State or the United States;

(e) When taking or participating in a New Orleans City Civil Service examination;

(f) When taking an examination for a license or certificate from a City or State agency, provided the appointing authority certifies in writing to the Civil Service Department that the city service will benefit by the employee's acquisition of the certificate or license.

~~(g) When attending meetings of the Civil Service Commission as the employee-elected member of the Commission during the employee member's regular work day. (adopted January 21, 1988, effective February 1, 1988).~~

~~(h)~~ **(g)** When an appointing authority reduces, suspends or closes its operations due to concerns about the health and safety of the public or its employees, it may direct employees not to report to work. In advance of such reduction, suspension or closure, the appointing authority shall send written notice to the Personnel Director. To the extent practicable, the appointing authority should adjust the work schedules of those employees affected by the reduction, suspension or closure in order to allow the employee to make up the hours he or she was not able to work during that work period. However, if such rescheduling is not practicable, the appointing authority

shall allow the employees time off without loss of pay. Such allowance will be subject to the review of the Personnel Director. (Amended April 18, 2016 and ratified by the Council March 23, 2017)

(+) (h) When impacted by a disaster as declared by the Mayor or the Governor. City employees who wish to use Civil Leave with pay pursuant to this section will make a request to their appointing authority. Upon verification by the appointing authority that the employee was directly affected by the disaster and that the use of Civil Leave is warranted, the employee may take up to twenty (20) working days of paid leave within twelve (12) months of the date of the disaster. Any use of Civil Leave under this provision must be verified and approved by the appointing authority. Civil Leave shall be available to the employee as of the date of the emergency declaration. (Amended February 20, 2017, ratified by the Council March 23, 2017, effective February 7, 2017)

The aforementioned rule amendments approved by the Civil Service Commission would essentially provide for treating the Commission's employee representative as working when conducting official commission business during regular work hours; and

**WHEREAS**, the Chief Administrative Office has certified that funds are available to implement the above proposed amendment(s) to the Civil Service Rules; **NOW THEREFORE**

**BE IT MOVED BY THE COUNCIL OF THE CITY OF NEW ORLEANS**, That in accordance with Article X, Section 10 of the Constitution of Louisiana, the amendment(s) to the Civil Service Rules is approved to be effective February 1, 2026

**BE IT FURTHER MOVED**, That the Clerk of Council shall forward a certified copy of this motion to the Director of the Civil Service Commission and the Chief Administrative Officer.

**THE FOREGOING MOTION WAS READ IN FULL, THE ROLL WAS CALLED ON THE ADOPTION THEREOF, AND RESULTED AS FOLLOWS:**

**YEAS:**

**NAYS:**

**ABSENT:**

**AND THE MOTION WAS ADOPTED.**