CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 136 **January 26, 2017**

TO: All Departments, Boards, Agencies and Commissions

FROM: Jeffrey P. Hebert, Deputy Mayor and Chief Administrative Officer

SUBJECT: **Prohibition on Salary History Inquiries for Unclassified Hires**

I. PURPOSE

The purpose of this memorandum is to prohibit City employees and agents who represent the City from seeking salary histories from candidates for 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 rather than salary history, 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. The hiring department is permitted to provide the candidate with the salary range for the position that has been authorized by City Council in the pay plan.

IV. TRAINING

The Law Department is available to provide training or guidance regarding this policy to department human resources personnel, hiring managers, and appointing authorities upon request. All existing and new unclassified employees who are involved in decisions regarding salary or hiring may request training from the Law Department.

V. EMERGENCY SITUATIONS/EXCEPTIONS

Any deviation or exception to this policy shall require the written approval of the originating department's Deputy Mayor and the Chief Administrative Officer.

VI. INQUIRIES

Questions regarding this memorandum should be addressed to the Chief Administrative Office.