

Re: You May Be Affected by Overtime Changes that Begin December 1, 2016!

Dear Exempt Employee:

As you know, you currently do not receive overtime pay because of your work duties and your current salary amount. Beginning on December 1, 2016, the overtime pay requirements of the Fair Labor Standards Act (FLSA) will be changing, affecting many employees across the U.S.

We have looked over your status and have determined that your exempt status [will/will not] be affected by the new rule.

[Pick the applicable paragraph.]

- 1) Your salary is higher than the new minimum salary requirements, and you will continue to be exempt from overtime pay. No changes will be made, and no action on your part is needed.
- 2) Your salary will be increased to _____ as of _____ [add date], and you will continue to be an exempt employee under the new requirements. There [will/will not] be changes to your job duties as a result of this salary increase [and your supervisor will discuss any changes with you].
- 3) As of December 1, 2016, your status will change to nonexempt, meaning you will be eligible for overtime. Your pay as of _____ [add date] will be \$_____/hour, and any payment for hours worked over 40 per week will be paid at time and a half. Changes to your job duties [will/will not] occur as a result of your new nonexempt status. Your supervisor will discuss these changes with you and will explain procedures for requesting approval for working overtime.

If you have any questions, please contact _____ at _____ to discuss the required changes to your status. Thank you.

Sincerely,
Your Employer