

*This is intended as an example **ONLY**. Please check with your agency HR/Legal staff for additional guidance.*

Dear Joe Donahue:

Due to the changes in the federal Fair Labor Standards Act (FLSA), after December 1, 2016 you are no longer an FLSA exempt employee because your salary falls below the threshold of \$930 per week, or \$47, 476 annually. After December 1, 2016, the agency's name is required to pay you overtime as an FLSA nonexempt employee at a rate of not less than one and one-half times the regular rate of pay, or provide compensatory time off, for all hours physically worked beyond 40 in a workweek. As provided in the agency's policy name, you must obtain approval from your supervisor prior to working overtime.

Please contact name of agency HR representative should you have any questions.

Sincerely,

Kelly McGill
Agency Director