

Dear AGENT NAME

As we've shared previously, UNM is preparing for the implementation of the new federal FLSA salary threshold January 1, 2025. To comply with this law, all Grade 11 and 12 exempt staff will transition to non-exempt (hourly) on January 1, 2025. Part-time exempt staff earning less than \$58,656 annually will transition to non-exempt (hourly) as well. Exempt employees not subject to the FLSA salary test (Teachers, Coaches, Physicians) are not impacted by this change.

To assist with your planning for this transition, we've attached a current list of impacted employees in your level 3 organization. Please share this with your departments, and report any discrepancies, questions, or concerns to FLSA@unm.edu.

Given the significant impact of this transition, we've scheduled a special HR Agent meeting on Thursday morning to discuss the changes and answer questions. In addition, your consultant will be reaching out to schedule time to meet and discuss the specific impacts to your units.

Join the Special HR Agent Meeting

Date: October 24, 2024

Time: 8:30 – 9:30 AM

[Join Zoom Meeting](#)

Meeting ID: 976 4066 0270 | **Passcode:** 578270

Timeline and Next Steps

- **Thursday, October 24:** Special HR Agents Meeting
- **Monday, October 28:** Preliminary Notification sent to impacted employees
- **Week of October 28:** FLSA Information Session for impacted employees/managers/departments (date TBD)
- **November – December:** Follow-up communications to Agents, employees, and supervisors. Weekly FLSA Drop-In Information Sessions (dates TBD)
- **Week of January 2, 2025:** Exemption status/eClass updated in Banner for impacted employees.

Thank you for your attention and support during this transition. Please contact FLSA@unm.edu if you have any questions before the meeting.

Best regards,

Division of Human Resources

