

Dear HR Liaisons,

We want to keep you informed about upcoming changes to the Fair Labor Standards Act (FLSA). As previously shared, starting January 1, 2025, all Grade 11 and 12 exempt staff and part-time exempt staff earning less than \$58,656 annually will transition to non-exempt (hourly) status. Staff exempt from the FLSA salary test (e.g., Teachers, Coaches, Physicians) will not be affected.

Earlier today, we provided HR Agents lists of impacted staff to help prepare for this transition.

Given the significant impact of this transition, we've scheduled a **special HR Forum** on Thursday morning to discuss the changes in more detail and answer questions.

### Meeting Information

**Date: October 24, 2024**

**Time: 8:30 – 9:30 AM**

**[Join Zoom Meeting](#)**

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

We encourage you to bring any questions to the forum or email them to [FLSA@unm.edu](mailto:FLSA@unm.edu).

### Timeline and Next Steps

- **Thursday, October 24:** Special HR Forum
- **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 support during this important transition. If you have questions before the forum, please contact [FLSA@unm.edu](mailto:FLSA@unm.edu).

Best regards,

**Division of Human Resources**

