



October 28, 2024

Dear «LtrName»,

The federal Department of Labor has issued a rule raising the salary threshold for overtime exemptions under the Fair Labor Standards Act (FLSA), from \$43,888.00 per year to \$58,656.00 per year (\$844 per week to \$1,128 per week). Employers must be compliant with the new salary threshold by January 1, 2025.

To comply with the regulatory change, UNM is transitioning all grade 11 and 12 exempt positions to non-exempt. **It has been determined that on January 1, 2025, your job status will change from exempt to non-exempt (overtime eligible).** Effective January 1, 2025, your position will transition to the bi-weekly payroll, begin reporting all hours worked, and become eligible for overtime pay.

Given the significant impact of this transition, we've scheduled a special FLSA Townhall on Friday morning to discuss the changes in more detail and answer questions.

Meeting Information

Date: **Friday, November 1, 2024**

Time: 9:00 – 10:30 AM

<https://unm.zoom.us/j/96029423265>

Webinar ID: 960 2942 3265

Password: 187204

For additional information and support resources, we encourage you to review Human Resources' FLSA webpage (<https://hr.unm.edu/flsa>) or speak with your supervisor with any questions.

Timeline and Next Steps

- Friday, November 1, 2024: Special FLSA Townhall
- November – December:
 - Follow-up communications to HR Agents, departments, employees, and supervisors.
 - Weekly FLSA Drop-In Zoom Information Sessions (held every Tuesday at 9:00 AM)
- January 1, 2025: Job status change to non-exempt takes effect.

The change to your position's FLSA exemption status is contingent upon the rule going into effect on January 1, 2025.

Sincerely,

Division of Human Resources

Cc: «SupvMgrName», Supervisor/Time Approver
Personnel File (Employee ID «UNMID»)