



October 28, 2024

Dear «EmployeeName»,

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.

The University has identified that your part-time appointment as a «CurrentPCLInfo» does not meet the weekly salary threshold required for exemption status. Therefore, it has been determined that **your job status will change from exempt to non-exempt (overtime eligible), effective January 1, 2025**. As of 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: 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»)