

**Subject:** Update on FLSA Changes  
November 5, 2024

Good afternoon,

I'm writing to provide an update on the upcoming Fair Labor Standards Act (FLSA) overtime rule changes that are set to take effect January 1, 2025. As shared previously, to comply with this new rule all grade 11 and 12 exempt positions will transition to non-exempt status.

I want to acknowledge the significance of these proposed changes, and recognize that this shift is more than procedural; moving from exempt (salaried) to non-exempt (hourly), along with transitioning from a monthly to bi-weekly pay cycle, can significantly affect your daily routines and work experience. We understand that these changes may feel stressful or overwhelming, and I want to assure you that our HR team is here to support you through this transition.

If you have questions about how these changes may impact your position or your team, we encourage you to start by talking to your supervisor. We also know that each situation is unique, and our HR team is available to provide individualized support to help you navigate the transition. If you'd like to connect with someone from our HR team directly, please email [flsa@unm.edu](mailto:flsa@unm.edu).

To help you manage this transition, we've developed a several resources to make the adjustment as smooth as possible:

- [Frequently Asked Questions \(FAQs\)](#): Updated and organized by topic, these FAQs provide answers to common questions about the FLSA changes.
- [Pay-Cycle Transition Webpage](#): This page provides detailed information on how the switch from monthly to biweekly pay cycles may affect your pay and benefits.
- Quick Reference Guides: Including an [Employee Transition to Non-Exempt Checklist](#) and [What to Expect: Transitioning to Non-Exempt Status Chart](#) to guide you through the changes.
- [Weekly Drop-In Q&A Sessions](#): Join HR team members weekly to ask questions or discuss specific issues.

Lastly, if you missed last week's FLSA Town Hall, you can watch the recording and download the slides on our [FLSA Recorded Meetings & Slides webpage](#).

Thank you for your flexibility, understanding, and continued dedication during this period of change. We will continue to share new information as it becomes available, and encourage you to reach out to us directly if there's anything else we can do to support you through this transition.

Best,

Kevin

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**Kevin G. Stevenson**

Vice President for Human Resources