

From: [HR Compensation](#)
To: (Employee)
Cc: (Supervisor, HR Agent)
Subject: Advisement Study - FLSA Info (COMP #8010)
Date: Monday, April 22, 2019
Importance: High

Hello (Employee),

Under the direction of the Provost, the Office of Advising Strategies and HR Compensation have been engaged to evaluate job classifications providing academic advisement and student support services. You are being contacted because your position is captured in this study.

[The Advisement Structure Study](#) has been an extensive effort and we greatly appreciate your patience as we worked through this project. We will proceed to implement the new classification structure in May. While more detailed information will be sent to you soon, we want to give you an important update regarding the impact to the FLSA exemption status for your position.

Effective May 11, 2019, your position will move from <non-exempt to exempt status/ exempt to non-exempt status>. This change will have important implications to the way your work is tracked and your eligibility for overtime pay. More information will be posted soon to [the Advisement Structure Study](#) webpage regarding how to navigate changes in exemption status. If you have questions in the meantime, we encourage you to discuss the change with your supervisor.

Thank you,

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