

From: (HR Compensation)
To: (Supervisor)
Cc: (HR Agent)
Subject: Advisement Study - FLSA Info (COMP #8010)
Date: Saturday, April 20, 2019
Attachments: (Documentation capturing changes)
Importance: High

Good morning, (Supervisor),

I am pleased to share that we are close to completion for [the Advisement Structure Study](#). This has been an extensive effort and we greatly appreciate your patience as we worked through this project. 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 some of your staff members.

Attached is a finalized cross-walk for individuals in your area. **Please note the positions that will change in FLSA exemption status.** This change will have important implications to the way the employee(s)'s work is tracked and the employee(s)'s eligibility for overtime pay. More information will be posted soon to the [the Advisement Structure Study](#) webpage regarding how to navigate changes in exemption status. If you have questions in the meantime, feel free to contact me at sjack@unm.edu or 505-277-2754.

We will send notifications to employees changing exemption status shortly. You will be copied on that notification. We encourage you to also meet with your employee(s) regarding the impact to their specific position(s) as soon as possible.

Thank you,

(HR Compensation)