



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES
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TO: Deans, Directors, Department Heads, and Department Representatives

FROM: Renisha Gibbs, Assistant Vice President for Human Resources and Finance & Administration Chief of Staff

SUBJECT: FLSA Notifications Sent to Impacted Employees

DATE: October 28, 2016

In follow up to our FLSA communications earlier this week, this message is to inform you that **FLSA notifications went out to your impacted employees yesterday**. Notifications were sent to: 1) all employees who are becoming overtime eligible (nonexempt) and 2) all employees who are remaining exempt from overtime, but are getting an FLSA salary adjustment.

- Impacted employees received an email from HR Important Message (see copy attached).
- The email directs the employee to an FSU qualtrics webpage, which provides them with a personalized letter telling them how they will be affected and asking them to acknowledge receipt.
 - Sample notification letters are attached.
- **Please encourage impacted employees to read and acknowledge this communication.**

Also the HR website has new FLSA resources to assist you with this transition, including: videos, a manager's toolkit, FLSA training schedules, and a dedicated page for employees and managers: <http://hr.fsu.edu/flsa/>.

Questions?

Shelley McLaughlin
(850) 644-7935
sscopoli@fsu.edu
FLSA Staff Classification

Rebecca Peterson
(850) 645-2202
rpeterson@fsu.edu
FLSA Faculty & Postdoc Classification

Christine Conley
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FLSA Timekeeping

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FLSA General

Subject: FLSA Changes to Your Job at FSU



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Renisha Gibbs, Assistant Vice President for Human Resources and Finance & Administration Chief of Staff, for distribution to all employees impacted by the Fair Labor Standards Act Changes.

This year, federal legal changes to the Fair Labor Standards Act (FLSA), have impacted many positions at FSU. **You are receiving this email because your job at FSU has been impacted.**

1. **To learn how these changes will affect your position, please review your personalized letter in Qualtrics by [clicking this link: \[survey link\]](#) or copy and paste the URL into your internet browser: `{/SurveyURL}`.**
2. Once you have reviewed your letter in Qualtrics, click the **“*acknowledge*”** checkbox and click **“*submit*”** to confirm that you have read this important communication.
3. These changes go into effect on 11/18/2016. Please review and acknowledge your letter by 11/17/2016.

We know you may have questions. Information is available on the [Human Resources Website](#). Also, Human Resources will be holding [FLSA timekeeping training](#) for employees throughout November at which you can get your questions answered. Finally, don't hesitate to contact Human Resources:

- For Staff (A&P, USPS, and OPS employees): Shelley McLaughlin, *Associate Director of Compensation Services*, at sscopoli@fsu.edu or (850) 644-7935.
- For Faculty & Postdoctoral Scholars: Rebecca Peterson, *Assistant Director for Faculty Relations*, at rpeterson@fsu.edu or (850) 645-2202.

FSU's success is an outgrowth of the contributions you make through your work each day. Thank you for making FSU great!



Letter to Employees Becoming Overtime Eligible

TO: [First Name] [Last]

Employee ID #: [Emplid]

Position Number: [position]

Job Title: [Job Code Descr]

Job Code: [Job Code]

Department: [Dept ID]

FTE: [FTE]

FROM: Renisha Gibbs, Assistant Vice President for Human Resources

DATE: [Date]

SUBJECT: 2016 FLSA Changes Impacting Your Position

Dear [First name]:

The Fair Labor Standards Act (FLSA) is a federal wage and hour law that sets rules for which employees are eligible for overtime compensation for working over 40 hours in a workweek (“nonexempt” employees) and which employees are not eligible for overtime (“exempt” employees) regardless of how many hours over 40 they work in a workweek. You are currently classified as FLSA exempt (ineligible for overtime) due to both your job duties and your annual salary.

In May of 2016, the federal government updated the FLSA overtime regulations, more than doubling the minimum salary required for “white collar” exempt employees. [This brief video](#) from the U.S. Department of Labor explains the changes. The FLSA changes go into effect at FSU on November 18, 2016, due to the University’s payroll schedules.

After conducting an impact analysis of the new regulations on all University positions, the Office of Human Resources has determined that your position is one of many at FSU that has been impacted by the changes.

About You: Effective November 18, 2016, your **FLSA classification for this position is changing to nonexempt (overtime eligible)**. Your job title, duties, regular rate of pay, retirement and insurance options, and leave accrual rates will not change.

- **Overtime:** You will now be eligible for overtime at time-and-a-half for any hours you work over 40 in a University workweek.
 - You must get **approval** from your supervisor **before** working over 40 hours (outside of emergency response situations)!
 - The University’s workweek is 12:00 am (midnight) Friday through 11:59 pm Thursday.

- Overtime compensation can take the form of overtime pay or overtime compensatory leave. Some departments may have policies in place indicating their general method of compensating for overtime worked.
- **Timekeeping:** As a nonexempt employee, you must track and record all hours worked and leave taken to the nearest quarter hour on your timesheet.
 - We strongly recommend that you attend Human Resources' [Employee – FLSA Time Management Training](#), to ensure that you understand your new timekeeping requirements.

The change of your FLSA classification to nonexempt is necessary to comply with federal regulations. It also provides you with wage and hour protections that you did not have as an exempt employee. This change in no way adversely reflects the level or value of your work to the University. FSU is still counting on you to continue to perform at the high standards already in place for the important work you do.

Information, FAQs, and training schedules regarding the FLSA changes are available [online here](#) to assist you. If you have questions about your FLSA classification, salary, or timekeeping requirements, please contact:

- For Staff (A&P, USPS, and OPS employees): Shelley McLaughlin, *Associate Director of Compensation Services*, at sscopoli@fsu.edu or (850) 644-7935.
- For Faculty & Postdoctoral Scholars: Rebecca Peterson, *Assistant Director for Faculty Relations*, at rpeterson@fsu.edu or (850) 645-2202.

I, [First Name] [Last], acknowledge that I have received and read this notice regarding changes to my FLSA classification. If I have questions about my FLSA classification or timekeeping requirements, I will contact my supervisor or the Office of Human Resources.

Acknowledge receipt of this communication.



Letter to Employees Becoming Overtime Eligible, Due to Part-time

TO: [First Name] [Last Name]

Employee ID #: [Emplid]

Position Number: [position]

Job Title: [Job Code Descr]

Job Code: [Job Code]

Department: [Dept ID Descr]

FTE: [FTE]

FROM: Renisha Gibbs, Assistant Vice President for Human Resources

DATE: [Date]

SUBJECT: 2016 FLSA Changes Impacting Your Position

Dear [First Name]:

The Fair Labor Standards Act (FLSA) is a federal wage and hour law that sets rules for which employees are eligible for overtime compensation for working over 40 hours in a workweek (“nonexempt” employees) and which employees are not eligible for overtime (“exempt” employees) regardless of how many hours over 40 they work in a workweek. You are currently classified as FLSA exempt (ineligible for overtime) due to both your job duties and your annual salary.

In May of 2016, the federal government updated the FLSA overtime regulations, more than doubling the minimum salary required for “white collar” exempt employees. [This brief video](#) from the U.S. Department of Labor explains the changes. The FLSA changes go into effect on November 18, 2016, due to the University’s payroll schedules.

After conducting an impact analysis of the new regulations on all University positions, the Office of Human Resources has determined that your position is one of many at FSU that has been impacted by the changes.

About You: Because of your part-time schedule, you are making less than the new minimum weekly salary required to be classified as exempt for your position (\$913 per week). **Consequently, effective November 18, 2016, your FLSA classification for this position is changing to nonexempt (overtime eligible).** Your job title, duties, regular rate of pay, retirement and insurance options, and leave accrual rates will not change.

- **Overtime:** You will now be eligible for overtime at time-and-a-half for any hours worked over 40 in a University workweek.

- You must get **approval** from your supervisor **before** working over 40 hours (outside of emergency response situations)!
- The University's workweek is 12:00 am (midnight) Friday through 11:59 pm Thursday.
- Overtime compensation can take the form of overtime pay or overtime compensatory leave. Some departments may have policies in place indicating their general method of compensating for overtime worked.
- **Timekeeping:** As a nonexempt employee, you must track and record all hours worked and leave taken to the nearest quarter hour on your timesheet.
 - We strongly recommend that you attend Human Resources' [Employee – FLSA Time Management Training](#), to ensure that you understand your new timekeeping requirements.
- **Note:** Because you are only nonexempt due to your part-time schedule, if your schedule/appointment changes so that you are earning \$913 a week, or more, working your regular schedule, your FLSA status will change to exempt (ineligible for overtime).

The change of your FLSA classification to nonexempt is necessary to comply with federal regulations. It also provides you with wage and hour protections that you did not have as an exempt employee. This change in no way adversely reflects the level or value of your work to the University. FSU is still counting on you to continue to perform at the high standards already in place for the important work you do.

Information, FAQs, and training schedules are available [online here](#) to assist you. If you have questions about your FLSA classification, salary, or timekeeping requirements, please contact:

- For Staff (A&P, USPS, and OPS employees): Shelley McLaughlin, *Associate Director of Compensation Services*, at sscopoli@fsu.edu or (850) 644-7935.
- For Faculty & Postdoctoral Scholars: Rebecca Peterson, *Assistant Director for Faculty Relations*, at rpeterson@fsu.edu or (850) 645-2202.

I, [First Name] [Last Name], acknowledge that I have received and read this notice regarding changes to my FLSA classification. If I have questions about my FLSA classification or timekeeping requirements, I will contact my supervisor or the Office of Human Resources.

Acknowledge receipt of this communication.



Letter to Employees Receiving Salary Adjustment

TO: [First Name] [Last Name]
Employee ID #: [Emplid]
Position Number: [Position]
Job Title: [Job Code Descr]
Job Code: [Job Code]
Department: [Dept ID Descr]
FTE: [FTE]

FROM: Renisha Gibbs, Assistant Vice President for Human Resources

DATE: [Date]

SUBJECT: 2016 FLSA Changes Impacting Your Position

Dear [First Name]:

The Fair Labor Standards Act (FLSA) is a federal wage and hour law that sets rules for which employees are eligible for overtime compensation for working over 40 hours in a workweek (“nonexempt” employees) and which employees are not eligible for overtime (“exempt” employees) regardless of how many hours over 40 they work in a workweek. You are currently classified as FLSA exempt (ineligible for overtime) due to both your job duties and your annual salary.

In May of 2016, the federal government updated the FLSA overtime regulations, more than doubling the minimum salary required for “white collar” exempt employees. [This brief video](#) from the U.S. Department of Labor explains the changes. The FLSA changes go into effect at FSU changes on November 18, 2016, due to the University’s payroll schedules.

After conducting an impact analysis of the new regulations on all University positions, the Office of Human Resources has determined that your position is one of many at FSU that has been impacted by the changes.

About You: Effective November 18, 2016, you will **continue to be classified as an exempt employee, and your annual salary will be increased to \$47,658.60** to meet the requirements of the revised regulations. Your job title, duties, retirement and insurance options, and leave accrual rates will not change.

Information, FAQs, and training schedules are available [online here](#) to assist you. If you have questions about your FLSA classification, salary, or timekeeping requirements, please contact:

- For Staff (A&P, USPS, and OPS employees): Shelley McLaughlin, *Associate Director of Compensation Services*, at sscopoli@fsu.edu or (850) 644-7935.

- For Faculty & Postdoctoral Scholars: Rebecca Peterson, *Assistant Director for Faculty Relations*, at rpeterson@fsu.edu or (850) 645-2202.

I, [First Name] [Last], acknowledge that I have received and read this notice regarding an increase in my salary due to FLSA changes. If I have questions about my FLSA classification or salary, I will contact my supervisor or the Office of Human Resources.

Acknowledge receipt of this communication.