

Memo to All Employees Regarding the FLSA Changes

To all employees:

Effective January 1, 2020, regulations under the Fair Labor Standards Act (FLSA), which governs federal minimum wage and overtime pay requirements, were amended. If you hold a nonexempt position with [Agency Name], (which means that you are eligible for FLSA overtime compensation at a rate of time and a half for each hour of overtime worked), these changes do not affect you in any way. If you hold an exempt position with the agency, meaning you are not eligible for FLSA overtime compensation, you will be receiving a separate communication before the effective date explaining in what way, if any, your position classification has been affected.

If you have any questions related to these changes, please contact [name and contact information].