June \_\_\_, 2024

Dear [Employee Name],

In accordance with your collective bargaining agreement and changes to the federal Fair Labor Standards Act (FLSA), this is to notify you of a change in your appointment status as «Title», Step <<Step>>. Specifically, as the result of a change in the FLSA regulations, your position will be re-classified from exempt to non-exempt and overtime-eligible effective July 1, 2024. You will be paid by the hour for each work hour you report, recorded in ¼ hour increments, and you will receive your paycheck on a biweekly basis. You will also be eligible for overtime for any hours worked over 40 in a workweek.

The FLSA regulates whether an employee is overtime-eligible or overtime-exempt. Most employees covered by the FLSA must be paid the minimum wage and premium pay for any hours they work beyond 40 in a workweek. Currently, employees who are classified as overtime-exempt must earn at least $684 per week. However, beginning July 1, 2024, the FLSA requires that an employee earn at least $844 per week, or $43,888 per year to be classified as exempt.

In response to this new overtime rule, the University of California has reviewed your position and salary, and has determined that your position will need to be classified as non-exempt/overtime-eligible. As a non-exempt/overtime-eligible employee, you will be asked to track and record all hours worked on a daily basis, and you will receive overtime if you report more than 40 hours in a workweek. This change is being driven by the updated FLSA rules and has nothing to do with your performance or contributions to the University of California.

This change in your appointment status does not affect the following terms of your appointment:

1. The end date of your appointment is currently « Appt\_End\_Date».
2. Your total annual full-time salary rate has been converted to an hourly rate as follows: \_\_\_\_\_\_\_ .
3. Your appointment title and job duties will not change.
4. The person to whom you report will not change.

If you have additional questions about your new overtime-eligible classification or biweekly pay frequency, please consult the [Frequently Asked Questions](https://academicaffairs.ucdavis.edu/DOL-FLSA-change) or contact [insert local contact].

Sincerely,
[Local contact]