In June 2015, the U.S. Department of Labor proposed changing the Fair Labor Standards Act (FLSA). Ten months later, in May of 2016, official changes were announced with a compliance deadline of Dec. 1, 2016.

1. The minimum salary threshold required for an employee to be exempt from overtime was raised from $23,660 annually to $47,476 annually.

2. Decisions for an employee to be exempt or non-exempt were based on U.S. Department of Labor salary and duties tests and University System of Georgia and Institute policies and guidelines.

3. This change in no way reflects adversely on the value of employees’ work or the importance of their contributions to Georgia Tech.

4. Non-exempt employees are required to track time worked.

5. Converted employees’ pay (compensation) and benefits will remain the same.

6. Converted employees will not lose accrued vacation time or sick time, and the accrual rate will not change. However, the actual accrual will shift from monthly to bi-weekly.

7. Employees converting from exempt to non-exempt will need to plan for a transition period between the last exempt paycheck and the first non-exempt paycheck.

8. GTHR and your HR Representative will be available along the way to support employees with information and training resources.

9. Communication between managers and affected employees is vital.