Your FLSA Roadmap

01 Conduct an Analysis
Review all job descriptions to determine who is eligible to be exempt from overtime pay based on job duties

02 Conduct an Audit & Review Salaries
List all employees currently paid a salary of less than $47,476 per year
- Assess how much overtime these employees work in a typical year
- Calculate cost of overtime if this position was nonexempt hourly over the past 12 months

03 Strategize & Determine Changes Needed
- Raise salary to $47,476 if eligible to be exempt
- Change from salary to hourly with direct annual to hourly calculation
- Change from salary to hourly adjusting hourly rate to account for average overtime
- Restructure position responsibilities to eliminate or reduce overtime work

04 Analyze
Analyze the impact on work, culture, morale, and budget

05 Communicate
Create communication plans for affected employees