

Notice to Employee of Change in FLSA Status

Date:

To:

From:

RE: Change in FLSA exemption status

As we discussed, effective *[date]*, your position will be reclassified as *nonexempt* under the Fair Labor Standards Act (FLSA) due to the new wage threshold established by Washington state law requiring anyone earning less than \$77,968 annually to become eligible for overtime.

As a result of this change, you will now *be required* track your hours worked for payroll purposes and you will now be eligible for overtime pay.

[Include any additional information relevant to the change in classification that the employee needs to be aware of such as requirements for overtime authorization, etc].

If you have any questions regarding this change, please contact *[name]* at *[contact information]*.