**memorandum**

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| **To:** | Employee NAME |
| **From:** | Pastor/Principal/Supervisor |
| **Date:** |  |
| **Re:** | Position Reclassification |

As we discussed, the Fair Labor Standards Act has redefined the exempt status of workers across all industries, including religious and non-profit organizations. According to the revised statute, your position will no longer qualify for exempt status and will therefore be eligible for overtime pay for any hours worked over 40 in a pay week. Your current salary of $XX,XXX has been converted into an hourly rate of $XX.XX. If you work over 40 hours in a work week, your overtime pay is 1.5 times your current hourly rate. Our policy requires all anticipated overtime to be approved in advance. If you do not seek approval in advance of accumulating overtime, you may be subject to disciplinary action.

This change is effective DATE [no later than the first pay period that includes December 1]. Beginning with that pay period you are required to report your hours worked per day as well as any hours you use paid time off such as vacation, sick, or personal hours.

This change in status has/has not affected your job responsibilities. Please review the attached job description and let me know by November 1 of any suggested edits you may have.

As always, if you have any questions or concerns please let me know so that we may discuss promptly.

CC: Personnel file