

New FLSA overtime rules Preparation Checklist

Due by: 12/1/2016



Are you keeping track of hours worked?



- An **automated time and attendance tracking system** makes monitoring hours much easier
- It allows a supervisor to **pull data at any time** to see where the employee is in terms of meeting the threshold
- If they are close to going into overtime, the company can **monitor and adjust schedules as needed**



Can you reassign tasks?



- If you have a highly compensated employee who is **consistently going over the threshold**, it may be time to **implement a new strategy**
- Some of the **workload could be transferred to another employee** who has a lower number of hours for the week or who earns a lower pay rate
- Consider hiring additional staff** if your employees constantly have to work overtime **to accomplish their tasks**



Should you shift employee classification?



- It may make sense to **reclassify employees as non-exempt** to eliminate the risk
- You can also **raise an employee's salary** to put him or her above the new salary level threshold (\$914/week or \$47,476/year)
- If you do raise salaries, make sure to **implement fair policies** that won't cause a major disruption

