



## Human Resource Services

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**Date:** November 13, 2024  
**To:** Deans/VPs/CC Chancellors  
**CC:** HR Liaisons  
**Through:** Marshall Parks, Interim Assistant VP, Human Resource Services  
**From:** Joyce Rindner, Director, Employment & Compensation Services  
**Subject:** Update on FLSA Review Process and Next Steps

Dear Deans, Department Heads and HR Liaisons,

We're writing to update you on the next steps in our FLSA review process. As outlined in our initial notice, we are collaborating with each division to evaluate positions that may be affected across the University. This weekend and into next week, we will conduct a centralized review, working to balance each department's needs with broader, university-wide considerations.

### **Timeline for the Process:**

1. **Final Decisions:** By November 26, final determinations will be made, and we begin to share with HR liaisons and leadership.
2. **Employee and Supervisor Notifications:** By December 2, impacted employees and their direct supervisors will receive an email notification. This communication will outline options for covering any pay gap from a shift from exempt to non-exempt status:
  - Employees may sell back annual leave up to a specified number of hours or opt for a no-interest loan, repayable over 12 pay periods.
  - Employees may choose one option, a combination of both, or decline this assistance.
3. **Classification Updates:** HR Compensation and Employment will handle any required updates in Banner to reflect reclassifications. Updates to PageUp and other systems will continue into the new year.
4. **Tools for Time Tracking and Overtime:** We will provide resources to assist employees and managers with non-exempt time tracking and overtime requests. Information specific to the Collective Bargaining Agreement (CBA) will also be included.

**Effective Date:** These FLSA compliance changes will take effect on January 1, 2025. We are closely monitoring communications for any potential delays or changes to this mandate.

Additionally, we are holding open sessions, primarily for HR liaisons and business managers, although others are welcome if direct understanding or communication is required.

Schedule: Fridays: 2:00-3:00PM (MT) – TEAMS. We had previously sent this meeting link to HR Liaisons and Business Managers.

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Meeting ID: 235 353 175 935

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We look forward to supporting you through this transition. Please reach out to your HR liaisons or HR Operations lead with any questions.