October 12, 2016

Dear Faculty and Staff,

Over the past six months, our Human Resources Department has been working with Legal Counsel and other campus partners within the Montana University System to prepare for changes to federal overtime law as required under the Fair Labor Standards Act ("FLSA"). These changes are effective December 1, 2016. A summary of overtime changes and system-wide preparation has been provided by Deputy Commissioner of Higher Education for Communications and Human Resources Kevin McRae in his letter dated October 3, 2016.

Approximately 600 Montana State University staff in various employment categories may be impacted by new FLSA rules and become "overtime eligible" on December 1. Faculty are generally not impacted.

To comply with the new FLSA rules, all overtime-eligible MSU employees must understand how to log/record any overtime worked. Supervisors must also understand the overtime rules in order to pre-approve any overtime to be worked by overtime eligible employees and then review and approve actual overtime worked each month for payroll processing.

Human Resources will be working actively with your college or unit during the month of October to identify employees who will become overtime eligible under the new FLSA rules.

Employees, and their supervisors, with overtime status changes as a result of the new FLSA rules will be notified during the month of November.
Information and training on overtime rules and procedures will be provided by Human Resources in a variety of forums in November.

Comprehensive information for Montana University System employees and supervisors on FLSA changes can be found at [https://mus.edu/hr/MUS-FLSA-Overview-and-FAQs.pdf](https://mus.edu/hr/MUS-FLSA-Overview-and-FAQs.pdf).

Should you have questions regarding implementation of new FLSA overtime rules, please contact Cathy Hasenpflug, Chief Human Resources Officer (x4284) or Sara King, Compensation and Benefits Manager (x4358).

Best Regards,

Terry Leist
Vice President for Administration and Finance