

FLSA Implementation Plan – Timeline

Action	Due Date	Responsibility
Send list, PowerPoint presentation and FLSA Employee Assessment to Vice Presidents – with instructions	10/25/16	Human Resources
Website up and running	11/1/16	Human Resources
Send letters to affected employees	11/1/16	Human Resources
Supervisor & Employee Training (Hourly Guidelines)	Beginning week of 11/7/16	Human Resources & Payroll
Deadline for Employee Assessments to be returned	11/14/16	Vice Presidents/Department/Division Heads
Affected employees moved to hourly (unless otherwise approved)	12/1/16	Payroll/Human Resources