

EMPLOYEE NOTIFICATION - FLSA CHANGE TEMPLATE

Hello (EMPLOYEE),

A review of your FLSA was conducted during the DAS CHRO FLSA Project and it was found that your position's FLSA designation is changing from (X) to (X), with an effective date of October 1, 2026.

Your union was notified of this change in July 2026. Contact your agency's HR Business Partner if you have further questions.

(AGENCY)