



FLSA IMPLEMENTATION PLAN – TIMELINE

Action	Due Date	Responsibility
Send list, PowerPoint presentation and FLSA Employee Assessment to Vice Presidents – with instructions	6/14/24	Human Resources
Website up and running	6/14/24	Human Resources
Send letters to affected employees	6/24/24	Human Resources
Affected employees moved to hourly (unless otherwise approved)	6/29/24	Payroll/Human Resources