



2025 FLSA IMPLEMENTATION PLAN – TIMELINE

Action	Due Date	Responsibility
Send list, PowerPoint presentation and FLSA Employee Assessment to Vice Presidents – with instructions	11/4/24	Human Resources
Website up and running	11/4/24	Human Resources
Meet with Vice Presidents on respective areas	11/4/24-11/18/24	Human Resources
Send letters to affected employees	11/26/24-12/2/24	Human Resources
Affected employees moved to hourly (unless otherwise approved)	12/28/24	Payroll/Human Resources