

KNOW YOUR BENEFITS.

From [Your organization]



Changes Regarding the New Overtime Rule

[Date]

Dear [Your organization] employee:

On Nov. 22, 2016, Judge Amos Mazzant of the U.S. District Court for the Eastern District of Texas issued a preliminary injunction halting the enforcement of the Department of Labor's (DOL) new overtime rule. The rule, which was scheduled to take effect on Dec. 1, 2016, would have increased the salary threshold for the "white collar overtime exemptions" from \$23,660 per year to \$47,476 per year.

Although the overtime rule will no longer become effective Dec. 1, it could potentially be implemented at a later date. We will continue to monitor these changes and keep you updated.

Until we indicate otherwise, [Your organization] will operate under the current FLSA overtime rules. If you have already received communication regarding your job status, salary, benefits package or time tracking instructions, please contact [\[insert name\]](#) at [\[insert contact info\]](#) [\[or wait for further instruction\]](#).

Sincerely,

[\[Insert name\]](#)

[\[Insert title\]](#)