TALKING POINTS FOR MANAGER TRAINING ON FLSA SALARY THRESHOLD CHANGES

How will the change affect the work flow?
Identify and communicate the ways in which staff will need to work and communicate differently as a result of the change.

Who will need to be oriented to the rules that govern staff who are paid by the hour?
Many of the affected staff may not have had to report time before, so will not be familiar with the processes. The same is true for some of the supervisors, who may only have experience supervising staff who are paid on a salaried basis.

To what degree will the operational needs support flexibility in work schedules in order to accommodate both the organization’s and the individual’s needs?
While the law requires the employer to pay staff for all time worked, when the work is actually performed (during what hours) is up to the supervisor. As long as the rules for meal periods are followed, and sensitivity to the parameters relating to the application of shift differential is honored, work schedules may be flexible.

The key to successful change is communication.
If managers and supervisors convey (either overtly or covertly) a sense the hourly-paid staff are less valued than salaried paid staff, there will be an even greater potential for negative reaction on the part of affected staff. If they convey a spirit of collaboration and support, and engage staff in the process of identifying the challenges and potential solutions to the challenges, affected staff will be more likely to feel supported and valued.