Mosh JD FLSA Checklist

Step 1

Gather Job Data

- ○ Identify all exempt positions affected by the new overtime rule (EAP & HCP).
- ○ Compile salary data of all employees in the affected positions.
- ○ Organize existing job descriptions for all affected positions (Mosh JD can help).

Step 2

Review Exempt Salaries

- ○ Compare current EAP & HCE exempt salaries against the new minimum thresholds.
- ○ Flag employees earning less than the new required salary amounts.

Step 3

Decide to Increase Salaries or Reclassify Jobs

- ○ Determine overtime hours worked by affected employees.
- ○ Use the calculator linked in the guide to determine whether it's more cost effective to increase salaries or reclassify each job as non-exempt.

Step 4

Adjust Salaries Where Needed

- ○ Decide whether you need to adjust individual salaries or entire salary ranges.
- ○ Add new responsibilities to job descriptions as needed to justify higher salaries.
- ○ Decide whether you'll jump to the January 2025 threshold now or wait.
- ○ Determine your new compliant salaries and ranges (BetterComp or HRSoft can help).

Step 5

Reclassify Jobs as Non-Exempt

- ○ Decide which jobs to reclassify.
- ○ Use the equation in the guide to convert salary pay to hourly rates.

- ○ Update job descriptions with new FLSA status and compensation info.
- ○ Update public-facing job postings with new FLSA status and compensation info.
- ○ Organize your job description library by FLSA status or get help from Mosh JD.

Step 6

Review Exempt Job Descriptions

- ○ Review each exempt job description to ensure it passes the duties test.
- ○ Add the language provided in the guide to each exempt job description to clearly show that the job passes its corresponding duties test.
- ○ Revise company policies as needed to reflect changes in overtime exemption rules.

Step 7

Communicate Changes to Employees

- ○ Notify affected employees about the changes you've decided on.
- ○ Publish updated job descriptions on your company intranet, SharePoint, Google Drive, or in your Mosh JD job description catalog so all employees can see the latest version.
- ○ Train reclassified employees on tracking their hours in your timekeeping system.
- ○ Explain how salary changes might impact future rate increases.

Step 8

Ensure Future Success

- ○ Schedule periodic audits to ensure long-term compliance with overtime laws.
- ○ Set up a system to monitor updates to salary thresholds (expected in 2027).

Disclaimer: Mosh JD and its affiliates do not provide labor compliance, human resource, or legal advice. This material has been prepared for informational purposes only, and is not intended to provide, and should not be relied on for labor compliance, human resource, or legal advice. You should consult your own legal advisors before engaging in any related activities or transactions.

Thank You