



TO: AGENCY PERSONNEL ADMINISTRATORS
DT: September 8, 2006
RE: FLSA Review and Resulting Changes

This letter is to advise you of some upcoming changes concerning the assignment of FLSA coding to each State of Connecticut job class. Over the past month, a committee comprised of Department of Administrative Services staff was assigned the responsibility of reviewing the Federal and State Fair Labor Standards Acts (FLSA), current collective bargaining agreement language and SCOPE findings and comparing this information with current FLSA codes assigned in the Core-CT system. A number of inconsistencies were identified. Changes to FLSA coding assignments will bring the State of Connecticut into compliance with the FLSA Acts and current collective bargaining agreements.

The assignment of FLSA coding is made via the Job Code Table which will populate the FLSA fields in Job Data based on the employee's job code assignment. We have asked that the FLSA coding assignment corrections be made on a day that will have the least impact on the Payroll process. Therefore, the FLSA coding will be updated on **Friday, September 29, 2006**.

In addition to the anticipated changes in Core-CT, we have also abolished Item No. 1054-E – Payment of Overtime to Managerial and Confidential Employees. This item is unnecessary as the FLSA coding assignment will govern overtime eligibility.

Early next week we will distribute a list of job classifications and the corresponding FLSA code for each. Please review this list carefully to ensure that your agency is not authorizing overtime for employees who are coded as "Exempt". If you believe an error in the FLSA coding assignment has been made following implementation of our findings, please contact Shari Grzyb directly via e-mail at: Shari.Grzyb@CT.Gov.

Agency employees with questions concerning the content of this memorandum are encouraged to contact their agency Human Resources office directly.

Pamela L. Libby

PAMELA L. LIBBY, PH.D.
DIRECTOR – STATEWIDE HR MANAGEMENT

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