

Overtime Compliance Checklist



What can I do?

Follow these steps to get your small business in compliance with the new overtime rule by December 1



Assess Your Situation

- Identify salaried workers between \$23,660 and \$47,476
- Note any employees that are or could be exceptions

Know Your Options

- Pay overtime outright
- Increase salaries above threshold
- Increase bonuses, commissions
- Pay overtime, lower base salaries
- Convert salaried workers to hourly
- Cut hours, hire workers, enforce no overtime
- Cut workers, add hours to exempt employees
- Change roles to fit exception rules
- Award more PTO (Government employers only)

Communicate Change Effectively

- Explain changes as necessary to comply, forced by government
- Highlight benefits of exempt and nonexempt roles