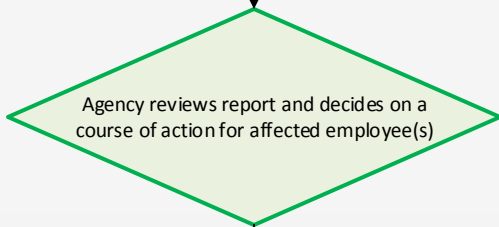


**ARIZONA DEPARTMENT OF ADMINISTRATION
2016 FLSA DECISION MAKING PROCESS FLOW**

ADOA C&C sends report of employee's affected by DOL's final ruling to agency



Option A

Current: FLSA Exempt
Future: FLSA Exempt
Salary: Yes, will be changed
Duties: No Change

Agency notifies employee of change(s) via notification letter template "A"

Agency keys salary change into HRIS

Option B

Current: FLSA Exempt
Future: FLSA Exempt
Salary: Yes, will be changed
Duties: Yes, will be changed

Agency notifies employee of change(s) via notification letter template "B"

Agency keys salary change into HRIS

Agency submits classification action request for a PD Update to ADOA C&C

Option C

Current: FLSA Exempt
Future: FLSA Non-Exempt
Salary: No Change
Duties: No Change

Agency notifies employee of change(s) via notification letter template "C"

Agency coordinates with employee to complete Overtime Compensation Election Form

Agency notifies ADOA C&C of FLSA change

ADOA C&C will update FLSA status in HRIS

Option D

Current: FLSA Exempt
Future: FLSA Non-Exempt
Salary: No Change
Duties: Yes, will be changed

Agency notifies employee of change(s) via notification letter template "D"

Agency coordinates with employee to complete Overtime Compensation Election Form

Agency submits classification action request for a PD Update to ADOA C&C

ADOA C&C will update FLSA status in HRIS

LEGEND

Agency HR

ADOA Class & Comp