**AGENCY LETTERHEAD**

Date

Employee Name

Employee Address

City, State Zip-Code

Dear Employee Name:

This letter is to inform you that effective Effective Date, your position title position, position number position number, has been changed from overtime exempt to overtime eligible. This means you are eligible for overtime if you work over 40 hours in a work week. Your work week starts on at Work Week Start Time and ends on at Work Week End Time.

As an overtime eligible employee, you are required to complete a timesheet and turn it into your supervisor each pay period. You must not work more than forty hours during a work week without prior approval of your supervisor. It is important to remember that reading or sending e-mails, listening to or sending voice mails, or reading or sending text messages about work assignments or activities is considered work and must not be done outside of your scheduled work hours.

In the event you have questions concerning this information, please feel free to contact Name at Phone # or Email Address.

Sincerely,

Supervisor/Appointing Authority/HR Liaison

Title

cc: Supervisor Name, Supervisor

 despayroll@des.wa.gov

 saa@des.wa.gov

 Personnel File