



MTbox: Supervising Admin/Exempt Staff



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This page is your go-to resource for managing

Admin/Exempt staff at Green River College.

From performance evaluations to transitions, training opportunities, and policy guidance—it's all here.

Use this toolbox to stay informed, support your team, and manage with confidence.

HR will continue to post updates and resources specific to Admin/Exempt employees in this section.

Evaluating Growth & Goals

Admin/Exempt Performance Reviews



Admin/Exempt Performance
Review Guide



Admin/Exempt Performance
Review Form

Questions or need further assistance, please reach out to:



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Utility Drawer: Extra Tools for Supporting Your Staff.



Admin/Exempt Employees

Click the image to open the employee resource page and share it with your Admin/Exempt team.



Admin/Exempt Employee Handbook 2025

 Resources for Supporting Any Gator Employee:



Accommodations



Benefits & Wellness



Community Resources



Employee Educational Benefits:
Empowering Our Team



Human Resources Policies



Learning & Innovation



Safe@Work: Environmental Health and
Safety



Separation/Off-Boarding of Employees



Extra Notes & Need-to-Knows

Helpful reminders, FYIs, trainings and manager tips that don't fit anywhere else—but still matter.

Salaried Overtime-Eligible Employees

1. What is the Fair Labor Standards Act (FLSA)?

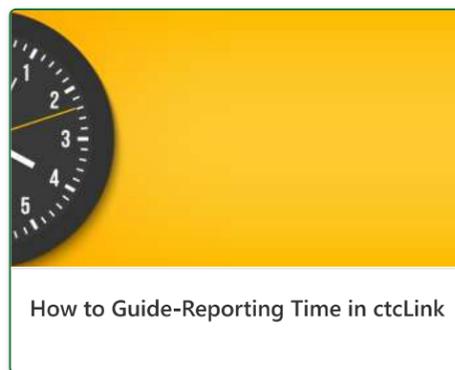
The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

2. Does Washington State govern minimum wage and overtime pay?

Yes. July 1, 2020 Washington State Labor and Industries (L&I) implemented employment rules regarding the state overtime exemptions. In these employment rules L&I finalized the minimum salary an employee must earn to be exempt from overtime which differs from the federal requirements. The L&I salary threshold will change annually through 2028.

3. What are the recent changes to the Washington State overtime eligibility?

Large employers (with 51 or more employees in Washington) must pay employees exempt from overtime at least 2 times the minimum wage, meaning exempt employees of large employers must earn at least \$1,259.20/week (or \$65,478.40/year) to continue to meet the minimum salary requirements to be exempt from overtime pay.



How to Guide-Reporting Time in ctcLink



Admin/Exempt Salaried Overtime-Eligible FAQs



Overtime Thresholds for Admin/Exempt Employees

For large employers with 51 or more employees

When the rule takes effect	Multiply minimum wage by...	Projected salary threshold, weekly	Projected salary threshold, annual
July 1, 2020	1.25	\$675.00	\$35,100.00
Jan. 1, 2021	1.75	\$958.30	\$49,831.60
Jan. 1, 2022	1.75	\$1,014.30	\$52,743.60
Jan. 1, 2023	2	\$1,259.20	\$65,478.40
Jan. 1, 2024	2	\$1,302.40	\$67,724.80
Jan. 1, 2025	2.25	\$1,499.40	\$77,968.80
Jan. 1, 2026	2.25	\$1,537.20	\$79,934.40
Jan. 1, 2027	2.5	\$1,751.00	\$91,052.00
Jan. 1, 2028	2.5	\$1,795.00	\$93,340.00

The WA State Department of Labor & Industries has updated the salary thresholds for overtime exemption. Please see the new implementation schedule, please replace for any you have saved. As of January 1, 2025 the annual salary for overtime exemption needs to be a minimum of \$77,968.80. If you have employees who will move from overtime exempt to overtime eligible, you and your employees will be notified by HR in December.

Questions regarding the Over Time Threshold schedule please contact:



Dawnell Schroeder
Director of Human Resources Operations