

This packet contains communications for non-exempt to exempt FLSA status changes for U.S. employees of the WESTMED Practice Partners joining UnitedHealth Group/Optum360 on July 21, 2019.

Notifier Talking Points: Job Conversion from Non-Exempt to Exempt for the notifier to use when informing employees.

Employee Fact Sheet: Job Conversion from Non-Exempt to Exempt to give to each employee.

Manager FAQs: Job Conversion from Non-Exempt to Exempt to distribute to managers of affected employees.

Notifier Talking Points: Job Conversion from Non-Exempt to Exempt

Use these to guide your notifications to employees, but do not share this document.

As part of the transition to UnitedHealth Group, the exemption status for your job will change from *non-exempt* to *exempt* on July 21, 2019.

Here's a summary of what the change in status means for you:

- This change is not a promotion or demotion.
- You will be paid bi-weekly based on a salary that was calculated by annualizing your current hourly rate.
- You will no longer be paid overtime for time worked over 40 hours per workweek.
- You will only be required to report exception time (paid time off), in the online time reporting.
- You'll receive an email message instructing you to complete a 15-minute online course on how to use the online time reporting system after you receive your employee ID the week of July 21, 2019.

Do you have any questions?

Employee Fact Sheet: Job Conversion from Non-Exempt to Exempt

As part of the transition process, we conducted detailed analyses to map the jobs at WESTMED Practice Partners to similar positions in UnitedHealth Group. As a result of that job mapping, the exemption status for your job will change from *non-exempt* to *exempt* on July 21, 2019.

Here's a summary of what the change in status means for you:

- This change is not a demotion or promotion.
- You will be paid bi-weekly based on a salary that was calculated by annualizing your current hourly rate.
- You will no longer be paid overtime for hours worked over 40 per workweek.
- You will only be required to record exception time (paid time off), in the online time reporting system.
- You'll receive an email message instructing you to complete a 15-minute online course on how to use the online time reporting system after you receive your employee ID the week of July 21, 2019.

Statements made herein are general summaries. UnitedHealth Group reserves the right to amend, modify or terminate the benefits discussed herein at any time. If there are any differences between the official plan document for any benefit plan and this summary, the official plan document governs. See the Benefits Handbook on the Hub once you become an employee for plan provisions once you become an employee. Visit the [Benefits Information Website](http://benefitsinfo.uhg.com/optum360/) for plan details (<http://benefitsinfo.uhg.com/optum360/>).

Manager Frequently-Asked Questions and Answers: Job Conversion from Non-Exempt to Exempt

Use this document to become familiar with the job reclassifications. **Do not distribute this document.**

1. Why are these changes being made?

This change aligns the jobs at WESTMED Practice Partners to similar positions in UnitedHealth Group.

2. Must exempt employees report their time through the online time reporting system?

Exempt (salaried) employees at UnitedHealth Group are required to record their exception time only – time away from work - only.

3. Do exempt employees receive overtime pay?

No, exempt employees are paid a salary and are not eligible for overtime pay.

4. Where is the Time Reporting Policy?

You can find the Time Reporting Policy on the Hub, UnitedHealth Group's Intranet, as soon as you receive your system credentials the week of July 21, 2019.

5. Should I regularly review online time entries?

Managers are required to approve time online bi-weekly, prior to the payroll deadline, to ensure employees are accurately recording all time worked. Managers who have pending time will receive email reminders to approve time by the deadline (normally 6:00 p.m. ET on the Monday of each pay week). Managers who fail to approve time by the deadline will receive another email reminder, as will their managers, indicating time was not approved.

6. Is there training for managers on using the online time reporting system?

You'll receive an email message instructing you to complete a 15-minute online course on how to use the online time reporting system after you receive your employee ID the week of July 21, 2019.