**Overtime Hearing and Comment Template**

*Below is a template for public hearing comments. Please feel free to customize your talking points to fit your organization’s mission, voice, and style. You can also use this as a question guide for preparing written comments.*

Good [morning/afternoon].

My name is [your name] with [your organization]. I appreciate the opportunity to share some comments on the Department of Labor and Industries’ overtime pay proposal on behalf of [your organization].

Our nonprofit organization’s mission is [mission]. [Describe your work…] We currently employ [number full and part time employees; unique information about them, etc.]

Based on the current information that we have today, we estimate that the overtime proposal will impact us in the following ways:

* How many employees at your organization may be affected by this change?
	+ How many exempt employees at your organization currently make between $23,000 and $80,000?
	+ How much do you estimate it will cost annually to pay these employees overtime for hours worked above 40 hours in each week?
	+ What approach might you take to adapt to the new rule?
* How might you make up for this increased cost? Talk about any of the following that might apply:
	+ Change your service levels
	+ Raise your program fees
	+ Change the number or type of people you hire
	+ Change employee benefits
	+ Other
* If you have any contracts with state government, let L&I know that you will need help from the state to cover increased labor costs.
	+ - Ex: “Our organization has a service contract with the Department of Social and Health Services. We will be letting them know about this change, but we ask that you educate DSHS and other state departments about this change so that they can adjust their contracts and service plans.”
* What else do you want L&I to know?
	+ What will you have to do to comply successfully?
	+ What unique challenges do you face?
	+ What other costs does this add?

Thank you very much for holding today’s hearing. I appreciate the opportunity to share feedback on this proposal today and I plan to follow up with written comments before the deadline. Please feel free to contact [me/my organization] if I can provide additional information.

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Tips:

* Plan for 2-3 minutes max of oral testimony.
* Make the testimony about your organization’s views, not your personal views unless you are testifying as an individual.
* If you have a story to illustrate the proposal’s impact, include it.
* If you don’t have exact details at this time, offer to provide details in written comments.