

Fair Labor Standards Act (FLSA) Exemption Form

Position Number:	Requisition Number (if known):
Job Code and Title:	
College or Administrative Unit:	
<p>Instructions: This form is intended to expedite the processing of P&A postings. Please provide a job description, organizational chart, and this form when requesting a pre-review. Every position is non-exempt until the employer documents that the position is exempt from overtime. To complete this form, check the appropriate exemption and provide the requested information for that exemption.</p>	
<p>Your job description, including the percentages of time devoted to major duties and the number and type of direct reports, will provide most of the information required for the exemptions outlined below.</p>	
<p><input type="checkbox"/> Executive: The employee's primary duty is the management of the enterprise or a department or subdivision. Customarily and regularly directs the work of two or more full-time equivalents (FTEs) 52 weeks/year. (Does not include lead workers; not all supervisors are exempt.)</p> <ul style="list-style-type: none"> • What % of time does the position spend on management? • How many positions does this position have fully supervisory authority? 	
<p><input type="checkbox"/> Creative Professional: The employee's primary duty must be the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.</p> <ul style="list-style-type: none"> • What is the recognized field of artistic or creative endeavor? • How is originality and invention a primary duty? 	
<p><input type="checkbox"/> Computer Professional: The employee's primary duty is:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications, and/or <input type="checkbox"/> The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications. 	
<p><input type="checkbox"/> Outside Sales: The employee is regularly engaged in sales away from the employer's place or places of business.</p>	
<p><input type="checkbox"/> *Administrative: The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers and must include the exercise of discretion and independent judgment with respect to matters of significance. Academic administrative activities include work directly related to the academic functions of the institution (e.g., administration of curriculum, examination methods of instruction, measurement of learning potential and achievement, etc.).</p>	
<p><input type="checkbox"/> *Professional: The employee's primary duty is performing work requiring advanced knowledge in field of science or learning, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment. The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.</p>	
<p>*NOTE: If checking the administrative or professional exemptions, please provide examples of independent judgment and discretion. Your examples must describe the primary or typical duties of the position. To qualify for the administrative exemption you must document how the decisions and latitude afforded this position have significant financial and/or business impact.</p>	

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Independent Judgment: Indicate the type of discretion and independent judgment typically made by this job. *Check all boxes that apply.*

- The employee regularly has authority and responsibility to formulate, affect, or interpret management policies or operating practices.
- The employee has authority and responsibility to commit the employer in matters that have significant financial impact (negotiate, waive, determine).
- The employee has authority and responsibility to waive or deviate from established policies and procedures without prior approval.
- The employee has the responsibility to provide consultation or expert advice to management.
- The employee conducts independent investigation and resolution of issues and/or represents the company in handling complaints, arbitrating disputes, or resolving grievances.
- The employee has authority to waive or deviate from established policies and procedures in ways that are unique without prior approval.
- The employee typically represents the company in handling complaints, disputes, or grievances.
- The employee helps to determine long- or short-term business objectives.

Provide examples for each checked box in the space provided.

If you checked the administrative exemption, denote that type(s) of business operations performed:

- | | |
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| <input type="checkbox"/> Taxes, Finance, Accounting, Budgeting | <input type="checkbox"/> Procurement |
| <input type="checkbox"/> Auditing | <input type="checkbox"/> Advertising and Marketing |
| <input type="checkbox"/> Quality Control | <input type="checkbox"/> Safety and Health |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Government Relations |
| <input type="checkbox"/> Communications and Public Relations | <input type="checkbox"/> Computer Networking |
| <input type="checkbox"/> Internet and Database Administration | <input type="checkbox"/> Academic Administration |
| <input type="checkbox"/> Legal and Regulatory Compliance | <input type="checkbox"/> Contract Administration |