

# EXEMPTION WORKSHEET

**Employee Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Instructions:** Complete this after reviewing the employee's current job description and consulting with the employee (if available).

Employees can be classified as exempt under one or more of the following exemption categories: professional; administrative; executive; or computer-related professional.

To qualify under any one of these exemptions, all numbered items must be answered in the affirmative for the respective exemption test – that is, professional; administrative; executive; or computer-related professional.

Note that only salaried employees are eligible for executive, administrative, and professional exemptions. Computer professionals must earn an hourly rate of at least \$27.63 an hour to be eligible for an FLSA exemption.

## PROFESSIONAL EXEMPTION

### Professional Exemption Test

**Yes No**

	Yes	No
1. Is the employee's primary duty:		
a. Work requiring an advanced knowledge normally acquired through a prolonged course of study?		
b. Original or creative work of an artistic type?		
2. Does the work require the consistent exercise of discretion and independent judgement?		
3. Is the work intellectual and varied and of a nature that the output cannot be standardized with regard to time?		

## ADMINISTRATIVE EXEMPTION

### Administrative Exemption Test

**Yes No**

	Yes	No
1. Do the employee's primary duties consist of either:		
a. Office or non-manual work directly related to management policies or general business operations?		
b. Administrative functions related to academic instruction or training in an educational establishment?		
2. Does the employee customarily and regularly exercise discretion and independent judgement on matters of significance?		
3. Does the employee do any of the following:		
a. Regularly assist an exempt executive or administrative employee?		
b. Perform specialized or technical work under only general supervision?		
c. Perform special assignments and tasks under only general supervision?		
4. Does the employee perform at this level at least 80 percent of the time?		

**EXECUTIVE EXEMPTION**

<b>Executive Exemption Test</b>	<b>Yes</b>	<b>No</b>
1. Is the employee's primary duty the management of a customarily recognized department or subdivision?		
2. Is the employee's primary duty the customary and regular direction of two or more full-time employees or the equivalent – for example, four half-time employees?		
3. Does the employee:		
a. Have the authority to hire or fire other employees?		
b. Make recommendations as part of his or her job regarding: hiring or firing; employee advancement and promotion; or similar human resource changes?		
4. Does the employee customarily and regularly exercise discretionary power?		
5. Does the employee perform at this level at least 80 percent of the time?		

**COMPUTER-RELATED PROFESSIONS**

<b>Computer-Related Professions Test</b>	<b>Yes</b>	<b>No</b>
1. Does the employee work in the software development field rather than in the computer hardware operations, manufacture, repair, or maintenance fields?		
2. Does the employee work independently and generally without close supervision?		
3. Are the employee's primary duties:		
a. Application of systems analysis techniques and procedures – including consulting with users – to determine hardware, software, or system functional specifications?		
b. 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?		
c. Design, documentation, testing, creation, or modification of computer programs related to machine operating systems?		
d. Or a combination of the above duties?		

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

**FOR COMPLETION BY THE COMPENSATION MANAGER**

Based on the above analysis, the employee is classified as (check one):

**Exempt**

**Non-Exempt**

\_\_\_\_\_  
**Reviewer's Signature**

\_\_\_\_\_  
**Date**