FLSA DETERMINATION COVER SHEET

INCUMBENT'S NAME (Print): _____

JOB TITLE: _____

JOB CODE: _____ **PAY LEVEL:** _____ **POS #:** _____

OFFICE/FACILITY: _____

PERS AREA: _____ **CC#** _____

NONEXEMPT ☐

EXEMPT:

☐ EXECUTIVE
☐ ADMINISTRATIVE
☐ PROFESSIONAL
☐ COMPUTER

NOTE: If exempt on <u>any</u> test, final determination is exempt.

This determination is based on the employee's rate of pay and the actual job duties being performed by the incumbent which may or may not be the duties listed on the most current position description.

JOB DESCRIPTION: Effective Date: _____

NO SIGNIFICANT CHANGE IN DUTIES ☐   NEEDS UPDATING ☐

REVIEWED BY: _____ Date: _____

CERTIFIED BY:

Human Resource Director or Designee: _____ Date: _____

FLSA DETERMINATION
EXECUTIVE TEST

INCUMBENT'S NAME (Print): _____

JOB TITLE: _____

JOB CODE: _____   PAY LEVEL: _____   POS #: _____

EXEMPT/NONEXEMPT: _____   DATE: _____

An employee who meets the FLSA Determination Executive Test for executive employees provided in 29 CFR §541.100, §541.101, §541.102, §541.103, §541.104, §541.105 and §541.106 is exempt.
An executive employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions.

Yes	No	
☐	☐	Must be compensated at a rate not less than $844 per week.
☐	☐	Primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise.
☐	☐	Must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent.
☐	☐	Must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.

Meets all of the test requirements: ☐ Yes   ☐ No

Determination: ☐ Exempt   ☐ Nonexempt

REVIEWED BY: _____ Date: _____

FLSA DETERMINATION
ADMINISTRATIVE TEST

INCUMBENT'S NAME (Print): _____

JOB TITLE: _____

JOB CODE: _____ PAY LEVEL: _____ POS # _____

EXEMPT/NONEXEMPT: _____ DATE: _____

An employee who meets the FLSA Determination Administrative Test for administrative employees provided in 29 CFR §541.200, §541.201, §541.202, §541.203, and §541.204 is exempt.

An administrative employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions.

Yes	No	
☐	☐	Must be compensated at a rate of not less than $844 per week
☐	☐	Primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer of the employer's
☐	☐	Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

Meets all of the test requirements: ☐ Yes ☐ No

Determination: ☐ Exempt ☐ Nonexempt

REVIEWED BY: _____ Date: _____

FLSA DETERMINATION
PROFESSIONAL TEST

INCUMBENT'S NAME (Print): _____

JOB TITLE: _____

JOB CODE: _____ PAY LEVEL: _____ POS #: _____

EXEMPT/NONEXEMPT: _____ DATE: _____

An employee who meets the FLSA Determination Professional Test for professional employees provided in 29 CFR §541.300, §541.301, §541.302, §541.303, and §541.304 is exempt.

A professional employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions.

Yes | No
☐ | ☐ Must be compensated at a rate of not less than $844 per week.
☐ | ☐ Primary duty must be the performance of work requiring advanced knowledge, 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 in a field of science or learning.
☐ | ☐ The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

Meets all of the test requirements: ☐ Yes ☐ No
Determination: ☐ Exempt ☐ Nonexempt

REVIEWED BY: _____ Date: _____

FLSA DETERMINATION
COMPUTER TEST

INCUMBENT'S NAME (Print): _____

JOB TITLE: _____

JOB CODE: _____   PAY LEVEL _____   POS #:

EXEMPT/NONEXEMPT: _____   DATE: _____

An employee who meets the FLSA Determination Computer Test for professional employees provided in 29 CFR §541.400, §541.401, and §541.402 is exempt.

A computer employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions.

Yes   No

☐   ☐   Must be compensated at a rate not less than $844 per week
or, if compensated on an hourly basis, at a rate not less than $27.63 an hour.

☐   ☐   Must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below.

☐   ☐   The employee's primary duty must consist of:

1. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

2. 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;

3. The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

4. A combination of the aforementioned duties, the performance of which requires the same level of skills.

Meets all of the test requirements: ☐   Yes   ☐   No

Determination: ☐   Exempt   ☐   Nonexempt

REVIEWED BY: _____ Date: _____