

## FLSA EXEMPTION ANALYSIS – ADMINISTRATIVE

Date:	Position Title	Evaluator(s)	Exemption Determination

Exemption:	Yes	No	N/A	Comments:
<b>Administrative Exemption</b> – Administrative and management jobs, which do not qualify for an Executive exemption, including academic counselors				
Salary of at least \$684/week, \$35,568/year? (If no, non-exempt even if part-time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elaborate on worker’s primary job duty (the principal, main, major or most important duty the employee performs) -				
Primary duties of performing office or non-manual work directly related to management or general business operations of the employer or the employer’s customers; (Examples include, but are not limited to: work in functional areas such as tax; finance; accounting; budgeting; auditing; insurance; quality control; purchasing; procurement; advertising; marketing; research; safety and health; personnel management; human resources; employee benefits; labor relations; public relations; government relations; computer network; Internet and database administration; legal and regulatory compliance; and similar activities.); and,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Exercises discretion and independent judgment with respect to matters of significance (Refers to the level of importance or consequence of the work performed). Must be more than the use of skill in applying well-established techniques, procedures, or specific standards described in manuals or other sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Factors to consider:</b>				
Does employee have authority to formulate, affect, interpret, or implement management policies or operating practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does employee carry out major assignments in conducting the operations of the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee perform work that affects business operations to a substantial degree, even if the employee's assignments are related to operation of a particular segment of the business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee have authority to commit the employer in matters that have significant financial impact (Does not qualify if financial loss is due to the fact the employee fails to perform on the job properly.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee have authority to waive or deviate from established policies and procedures without prior approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee have authority to negotiate and bind the company on significant matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Does the employee provide consultation or expert advice to management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the employee involved in planning long- or short-term business objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee investigate and resolve matters of significance on behalf of management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee represent the company in handling complaints, arbitrating disputes or resolving grievances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee have the authority to make an independent choice, free from immediate direction or supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the exercise of discretion and independent judgment more than the use of skill in applying well-established techniques, procedures or specific standards described in manuals or other sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the employee routinely perform clerical or secretarial work, recording or tabulating data, or performing other mechanical, repetitive, recurrent or routine work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>If the Primary Duties Section is “No” or the factors within the Exercises Discretion and Independent Judgment Section do not total 70% or higher, job is non-exempt or should be evaluated under another exemption. If yes to both, job is exempt under the FLSA Administrative exemption.</b></p>				