

FLSA EXEMPTION ANALYSIS – ASSISTANT COACH

Date:	Position Title	Evaluator(s)	Exemption Determination

Assistant Coach Exemption – An assistant coach who meets the salary requirements (\$684/week, \$35,568/year) will be exempt if his/her primary duty fits one of the categories described below or if his/her primary duty is a combination of the responsibilities below. (Teachers are exempt regardless of their salary (29 C.F.R. 541.303 (If no, non-exempt even if part-time)

Primary Duty Section

Academic Administrator:

Does his/her work consist of “administrative functions directly related to academic instruction?” For example, is he/she responsible for an academic department or function as an academic advisor to players, assisting them with academic problems and advising them concerning degree requirements? Select From List If “Yes”, is this his/her primary job function (50% or more of his/her time is spent on this job function)? Select From List If the answer is “Yes”, please go to Salary section below. If this is not his/her primary job function, is it one of a number of significant job functions? Select From List If the answer is “Yes”, continue to Other Administrative Work category.

Other Administrative Work:

Does his/her work consist of “recruiting, establishing game schedules, financial planning and budgeting, procurement and purchasing, public relations, marketing, compliance, facilities management, and fundraising? If yes, please describe: Does he/she exercise discretion and independent judgment on matters of significance? For example, recruiting work does not qualify if it involves using objective standards established by the head coach. Select From List Does he/she play a decisive role in determining which schools to visit, which students to recruit and offer scholarships, how to recruit those students, or establish the departmental or team budget? Select From List If yes, please describe: Is this his/her primary job function (50% or more of his/her time is spent on this job function)? Select From List If the answer is “Yes”, please go to Salary section below. If the answer is “No”, please continue to Executive category.

Executive:

Does his/her primary job duty consist of the management of a recognized part of the athletic department or of the team, and do they customarily and regularly direct the work of two or more full-time equivalent employees and have substantial input into the hiring, firing, or other changes of employment status of those subordinate employees? Select From List If yes, please describe: If “Yes”, is this his/her primary job function (50% or more of his/her time is spent on this job function)? Select From List If the answer is “Yes”, please go to Salary section below. If the answer is “No”, please continue to Professionals category.

Professionals:

Does he/she perform work requiring advanced knowledge customarily acquired from a specialized academic degree (college or higher) in a particular field? For example, the regulations recognize certified athletic trainers with an appropriate four-year degree as

exempt professionals and the fact he/she utilizes these qualifications in the performance of his/her work. Select From List Does he/she exercise discretion and independent judgment? For example, developing and implementing a conditioning program would be an example of exercising discretion and independent judgment, whereas supervising athletes' compliance with a program developed by another likely would not. Select From List If yes, please describe: If "Yes", is this his/her primary job function (50% or more of his/her time is spent on this job function)? Select From List If the answer is "Yes", please go to Salary section below. If the answer is "No", please continue to Teachers category.

Teachers:

Does he/she teach Barton classes? Select From List If so, how many credit hours and what percentage of his/her time is spent on this function? Is this his/her primary job function? Select From List If the answer is "Yes", please go to Salary section below. If the answer is "No", please provide more information and then continue to Outside Sales category.

Outside Sales:

Does his/her on-the-road recruiting duties involve playing a decisive role in determining whether recruits are admitted and become tuition-paying students? Select From List If the answer is "Yes", please provide more information. Whether the answer is "Yes" or "No", please continue to Combination Duties category.

Combination Duties:

If his/her significant job functions are comprised of a mixture of the categories above, does he/she spend 50% or more of his/her time on these significant job functions? If the answer is "Yes", please continue to Salary section. If the answer is "No", then he/she is a non-exempt employee and must be paid on an hourly basis subject to overtime calculations.

Salary Section

Is his/her weekly salary at least \$684? Select From List If the answer is "Yes", then he/she qualifies as an exempt employee. If the answer is "No" and his/her primary job function is an Academic Administrator, is it equivalent to a minimum teaching salary? Select From List If his/her primary job duties fall into one of the categories above, but his/her weekly salary is not at least \$684, then he/she is a non-exempt employee and must be paid on an hourly basis subject to overtime calculations.