

### FLSA EXEMPTION ANALYSIS – EXECUTIVE

Date:	Position Title	Evaluator(s)	Exemption Determination		
<b>Exemption:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments:</b>
<b>Executive Exemption – Executive; officer; director; owner; manager; supervisor; etc.</b>					
Salary of at least \$684 per week or \$35,568 for a full year worker. (If no, non-exempt, even if part-time.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Role:</b>					
<b>Elaborate on worker’s primary job duty (the principal, main, major, or most important duty the employee performs) –</b>					
<b>To qualify for the executive employee exemption, all of the following tests must be met:</b>					
Primary duty of managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customarily and regularly directs the work of two or more other full-time employees (or their equivalent); and		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the authority to hire or fire other employees or to make suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If either one of the three primary duties is no</b> , job is non-exempt or should be evaluated under another exemption. <b>If yes to all three</b> , job is exempt under the FLSA Executive Exemption.					