



**ESTABLISHMENT OF EXEMPT STATUS UNDER
THE FAIR LABOR STANDARDS ACT
(U.S. DEPARTMENT OF LABOR)**

Name (Last, First, Middle Initial)

Employee ID Number

Annual Salary

Classification Title

Class Code and Slot

Position Number

Position qualifies for **only one** exemption. Please **check each statement** under the requested exemption:

A. EXECUTIVE Exemption <i>(to qualify, all of the following tests must be met)</i>
Salary of at least \$455.00 per week
Primary duty of managing a department, division or section
Customarily and regularly directs the work of two or more full-time employees or their equivalent (ex. one full-time FTE and two half-time FTEs)
Authority to hire, dismiss, promote or recommend such changes of status
B. ADMINISTRATIVE Exemption <i>(to qualify, all of the following tests must be met)</i>
Salary of at least \$455.00 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
<ol style="list-style-type: none"> 1. Performs high level administrative functions 2. Performs work directly related to assisting with running the employer's business
Exercises discretion and independent judgement (as distinguished from using skills, applying techniques and following procedures) with respect to matters of significance
<ol style="list-style-type: none"> 1. Requires the comparison and evaluation of possible courses of conduct and has authority to make decisions after considering various possibilities 2. Provides consultation or expert advice to management
Formulates, affects, interprets or implements management policies or operating practices
C. LEARNED PROFESSIONAL Exemption <i>(to qualify, all of the following tests must be met)</i>
Salary of at least \$455.00 per week
Primary duty is the performance of work requiring advanced knowledge, defined as work which is predominately intellectual in character, requiring the consistent exercise of discretion and judgment
Advanced knowledge must be in a field of science or learning
Advanced knowledge must be acquired by a prolonged course of specialized intellectual instruction (Automatically includes individuals holding Ph.D. or M.D. degrees)
D. COMPUTER PROFESSIONAL Exemption <i>(to qualify, all of the following tests must be met)</i>
Salary of at least \$455.00 per week or \$27.63 per hour
Employed as a Computer Systems Analyst, Computer Programmer, Software Engineer, or other similarly skilled worker in the computer field
Primary duty is the performance of one or more of the following duties, or a combination requiring the same skill level: <ul style="list-style-type: none"> • Application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications • Design, development, documentation, analysis, creation, testing or modifications of computer systems or programs based on or related to user or system design specifications • Design, documentation, testing, creation or modification of computer programs related to machine operating systems

I certify that the above referenced position qualifies for exempt status under the

Signatures: _____
Dept. Head or Representative
Date
Employee
Date

Disposition: Submit original form with PEAR form to HRM attn: **Class&Comp**. Retain a copy for departmental file.

For HRM use only:
 Approved by: _____ Effective Date: _____ Weekly Salary: _____