

## Exemption Worksheet (All Tests)

<b>Employee:</b>		<b>Job Title:</b>	
<b>Department:</b>		<b>Date:</b>	

**The employee must meet all of the requirements of one of the exemption tests as outlined below to be eligible for exemption under the FLSA.** Employees earning more than \$100,000 in total annual compensation are only required to customarily and regularly perform one of the exempt duties of the Administrative, Executive, or Professional tests.

Please indicate the exemption test that applies to this employee and complete the corresponding exemption test matrix below:

- Administrative                       Executive                       Learned Professional  
 Creative Professional               Computer Professional

<b>Administrative Exemption:</b>			
	Requirement for Exemption	Does employee meet the requirement?	Describe how employee meets the requirement?
<b>SALARY</b>	\$455/week	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DUTIES</b>	Primary duty of performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Exercises discretion and independent judgment with respect to matters of significance	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Executive Exemption:</b>			
	Requirement for Exemption	Does employee meet the requirement?	Describe how employee meets the requirement?
<b>SALARY</b>	\$455/week	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DUTIES</b>	Primary duty of managing the enterprise or a recognized department of subdivision.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Customarily and regularly directs the work of two or more other employees (or their equivalent).	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Has the authority to hire or fire other employees (or whose	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Executive Exemption:</b>			
	<b>Requirement for Exemption</b>	<b>Does employee meet the requirement?</b>	<b>Describe how employee meets the requirement?</b>
	recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees are given particular weight)		

<b>Learned Professional Exemption:</b>			
	<b>Requirement for Exemption</b>	<b>Does employee meet the requirement?</b>	<b>Describe how employee meets the requirement?</b>
<b>SALARY</b>	\$455/week	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DUTIES</b>	Primary duty of the performance of work requiring advanced knowledge, defined as work, which is predominantly intellectual in character and includes work requiring the consistent exercise of discretion and judgment.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Advanced knowledge must be in a field of science or learning.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Advance knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Creative Professional Exemption:</b>			
	<b>Requirement for Exemption</b>	<b>Does employee meet the requirement?</b>	<b>Describe how employee meets the requirement?</b>
<b>SALARY</b>	\$455/week	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DUTIES</b>	Primary duty of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic endeavor.	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Computer Professional Exemption:</b>			
	<b>Requirement for Exemption</b>	<b>Does employee meet the requirement?</b>	<b>Describe how employee meets the requirement?</b>
<b>SALARY</b>	\$455/week or \$27.63/hour	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>DUTIES</b>	Employed as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing the following duties:	<input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Computer Professional Exemption:</b>			
	<b>Requirement for Exemption</b>	<b>Does employee meet the requirement?</b>	<b>Describe how employee meets the requirement?</b>
	a) Application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional applications, OR b) 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, OR c) Design, documentation, testing, creation, or modification of computer programs related to machine operating systems, OR d) A combination of duties described in (a), (b), (c), the performance of which requires the same level of skills		