

Exemption Worksheet – Executive

Employee: _____

Job Title: _____

Department: _____

Date: _____

The employee must meet all of the requirements below to be eligible for this exemption under the FLSA. (Employees earning more than \$134,004 in total annual compensation are only required to customarily and regularly perform one of the exempt duties below.)

Executive Exemption:

	Requirements for Exemptions	Does employee meet the requirement?	Describe how employee meets the requirement
Salary	\$913/week		
Duties	Primary duty of managing the enterprise or a recognized department or subdivision		
	Customarily and regularly directs the work of two or more employees (or equivalent)		
	Has authority to hire or fire other employees. Or, recommendations as to hiring, firing, advancement, promotion, or change of status of other employees are given particular weight.		

Exemption Worksheet – Professional

Employee: _____

Job Title: _____

Department: _____

Date: _____

The employee must meet all of the requirements below to be eligible for this exemption under the FLSA. (Employees earning more than \$134,004 in total annual compensation are only required to customarily and regularly perform one of the exempt duties below.)

Professional Exemption:

	Requirements for Exemptions	Does employee meet the requirement?	Describe how employee meets the requirement
Salary	\$913/week Unless teacher, lawyer, doctor		
Duties	Primary duty to perform work that either requires advanced knowledge in a field of science or learning (4-year degree and certification or licensure) or invention, imagination, originality, or talent in a recognized field or artistic or creative endeavor. Skill obtained through experience does not qualify.		

Exemption Worksheet - Administrative

Employee: _____

Job Title: _____

Department: _____

Date: _____

The employee must meet all of the requirements below to be eligible for this exemption under the FLSA. (Employees earning more than \$134,004 in total annual compensation are only required to customarily and regularly perform one of the exempt duties below.)

Administrative Exemption:

	Requirements for Exemptions	Does employee meet the requirement?	Describe how employee meets the requirement
Salary	\$913/week		
Duties	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		
	Exercises discretion and independent judgment with respect to matters of significance.		