

FLSA EXEMPTION DETERMINATION CHECKLIST

Administrative Exemption Checklist

		YES	NO
1.	<p>SALARY THRESHOLD: The annual rate of basic pay for this position is equal to or greater than \$23,660?</p> <p>(Rate of basic pay includes any locality payments under 5 CFR part 531, Subpart F, and special rate supplements under 5 CFR part 530, Subpart C, or other similar legal authorized payments or supplement, before any deductions. The pay rate does not include any other kinds of pay, such as premium payments, differentials, and allowances. See 5 CFR 551.203.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p>If the answer to Question 1 is YES, move to the remaining questions to determine whether the employees qualify for exemption.</p> <p>If the answer to Question 1 is NO, go to # 7</p>	If YES, go to # 3	If NO, go to # 7
3.	<p>Management or general business operations. The <u>primary duty</u> of an employee in this position is the performance of office or non-manual work that is directly related to <u>management or general business operations</u> of the employer or the employer's customers, as those terms are defined in 5 CFR 551.104 and 551.206.</p> <p>a. MANAGEMENT: An employee in this position performs work that is <u>directly related</u> to activities such as interviewing, selecting, and training employees; setting and adjusting rates of pay and hours of work; directing the work of employees; maintaining production or financial records for use in supervision or control; appraising employee productivity and efficiency for the purpose of recommending promotions or other changes in status; handling employee complaints and grievances; disciplining employees; planning the work; determining techniques to be used; apportioning the work among employees; determining the type of materials, supplies, machinery, equipment, or tools to be used or merchandise to be bought, stocked and sold; controlling the flow and distribution of materials or merchandise and supplies; providing for safety and security of the employees or property; planning and controlling the budget; monitoring or implementing legal compliance measures. See 5 CFR 551.104.</p> <p style="text-align: center;">OR:</p> <p>b. GENERAL BUSINESS OPERATIONS: An employee in this position performs work that is directly related to the general business operations of the employer or the employer's customers (i.e., directly related to running or servicing the business), as distinguished from the performance of production activities. See 5 CFR 551.206.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>If the answer to Question 3a OR b is YES, move to the remaining questions to determine whether the employees qualify for exemption.</p> <p>If the answers to Question 3a and b are NO, go to # 7.</p>	If YES, go to # 3	If NO, go to # 7

