



## FLSA Exemption Review

### Executive Exemption Worksheet

<b>Date:</b>			
<b>Reviewer:</b>			
<b>Title and location reviewed:</b>			
<b>Salary per week of lowest-paid incumbent:</b>			
<b>Other types of compensation:</b>			
<b>Average annualized compensation:</b>			
Section	Review	Response	
1.	Is each incumbent paid on a "salary basis"?	Y	N
2.	What customarily recognized department(s) or subdivision(s) does each incumbent manage?		
3.	Does each incumbent engage in the following kinds of management identified below?		
3.a.	Interview, select, and train employees	Y	N
3.b.	Set and adjust employees' rates of pay	Y	N
3.c.	Set and adjust employees' hours of work	Y	N
3.d.	Direct the work of employees	Y	N
3.e.	Maintain records and use such records to manage, supervise, and control the unit's activities	Y	N

3.f.	Evaluate employee performance and efficiency for the purpose of recommending promotions or other changes in employment status	Y	N
3.g.	Handle employee complaints and grievances	Y	N
3.h.	Discipline employees	Y	N
3.i.	Plan the work of employees	Y	N
3.j.	Determine approaches or techniques to be used by the department or subdivision	Y	N
3.k.	Apportion the work among employees	Y	N
3.l.	Determine the type of material, supplies, machinery, equipment, or tools to be used or the services to be provided	Y	N
3.m.	Control the flow and distribution of materials, supplies, and equipment	Y	N
3.n.	Provide for the safety and security of the employees or the property	Y	N
3.o.	Plan and control the department's or subdivision's budget	Y	N
3.p.	Monitor or implement legal compliance measures	Y	N
3.q.	Engage in management of other kinds	Y	N
3.r.	Describe such "other kinds" of management.		
<b>4.</b>	<b>Approximately what percentage of each incumbent's time is spent in the kinds of management activities to which the answer in Section 3 is "yes"?</b>		
<b>5.</b>	<b>Is management each incumbent's primary duty?</b>  <i>"Primary duty" generally means an incumbent's principal, main, major, or most important duty.</i>	Y	N
<b>6.</b>	<b>Does each incumbent customarily and regularly direct the work of at least two other full-time employees or their equivalent (for example, one full-time employee and two half-time employees)?</b>  <i>"Full-time" generally means someone who works 40 hours a week. Individuals supervised must be employees, rather than independent contractors, vendors, or other non-employees.</i>	Y	N

6.a.	How many full-time employees?		
6.b.	How many hours are worked by these full-time employees in a typical workweek?		
6.c.	How many hours worked by these full-time employees are supervised by an incumbent in a typical workweek?		
6.d.	How many part-time employees?		
6.e.	How many hours worked by these part-time employees are supervised by an incumbent in a typical workweek?		
<b>7.</b>	<b>Does each incumbent have authority to hire or fire other employees?</b>  <i>If "no", skip to Section 8.</i>	Y	N
7.a.	How many times has each incumbent actually taken such action?		
7.b.	When was the most-recent such action taken?		
<b>8.</b>	<b>If any incumbent does not have the authority to hire or fire, are the incumbent's recommendations as to hiring, firing, promotion, or other changes of an employee's status given particular weight as reflected below?</b>		
8.a.	Expected to and does make recommendations in this regard	Y	N
8.b.	This duty is included in incumbent's training and performance reviews	Y	N
8.c.	Such recommendations are requested, made, and relied upon frequently (as opposed to being just occasional suggestions)	Y	N
8.d.	Such recommendations pertain to employees whom this employee customarily and regularly directs	Y	N
8.e.	Such recommendations are regularly documented and retained	Y	N
<b>9.</b>	<b>Examples, illustrations, supplementation, or other relevant information:</b>		

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