

U.S. Department of Labor - Fair Labor Standards Act (FLSA)

Position Exemptions

Based on the new rule these positions would now all be exempt from overtime

Salary Slot	Job Code	Job Title	Exemption
110	78094	ACCOUNT CLERK I, TRANS	Administrative
110	73097	BOOKKEEPER	Administrative
111	63097	ACCOUNT CLERK II	Administrative
111	78097	BOOKKEEPER, TRANS	Administrative
111	61096	DATA SUPPORT ASSISTANT	Administrative
113	75032	ACCOUNT CLERK	Administrative
113	77693	CLERK INTERNAL SERVICES	Administrative
117	63099	PROGRAM ASSIT I TO GRANTS MGR	Administrative
118	63083	PROG ASSIT II TO GRANT MGR	Administrative
119	77399	BENEFITS & INSURANCE SPECIALIST	Administrative
119	73090	EXECUTIVE SECRETARY SCHOOL	Administrative
119	72091	EXECUTIVE SECRETARY SUPTS OFF	Administrative
119	61090	EXECUTIVE SECRETARY, PPS	Administrative
119	63103	CAREER & TECHNICAL EDUCATION SPECIALIST	Administrative
119	63090	OFFICE MANAGER	Administrative
119	78090	OFFICE MANAGER	Administrative
119	81090	OFFICE MANAGER	Administrative
119	77330	SPECIALIST HUMAN RESOURCES	Administrative
122	76010	PROG SPEC, FOOD SERVICE	Administrative
123	82034	INFORMATION SPECIALIST	Administrative
124	72090	EXECUTIVE ASSISTANT TO SUP/BD	Administrative
126	74090	EXECUTIVE SECRETARY SUPTS OFF	Administrative
126	75010	PROJ SPEC, FISCAL SERVICES	Administrative
126	77625	PROP CONTROL SPECIALIST	Administrative
126	77641	RECORDS SPECIALIST	Administrative
127	61320	NURSE, RN	Professional
127	77337	PROJ SPEC, CERTIFICATION	Administrative
135	82028	PROGRAMMER ANALYST	Computer Employee

NOTES...

To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684.00 per week.

Employers may use nondiscretionary bonuses and incentive payments (including commissions paid on an annual or more frequent basis to satisfy up to 10 percent of the standard salary level.

In order for the exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

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"Exemption Test" impacting those being recommended as "Administrative Exemption"

- 1 The employee must be compensated on a salary basis at a rate of not less than \$684.00 per week;
- 2 The employee's primary duty must be the performance of office or non manual work directly related to the management or general business operations of the employer or the employer's customers;
- 3 The employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.

"Exemption Test" impacting those being recommended as "Professional Exemption"

- 1 The employee must be compensated on a salary basis at a rate of not less than \$684.00 per week;
- 2 The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment;
- 3 The advanced knowledge must be in a field of science or learning; and
- 4 The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

"Exemption Test" impacting those being recommended as "Computer Employee Exemption"

- 1 The employee must be compensated either on a salary or fee basis (as defined in the regulations) at a rate not less than \$684.00 per week or if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
- 2 The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described

below;

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The employee's primary duty must consist of (1) the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; (2) The 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; (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or (4) A combination of the aforementioned duties, the performance of which required the same level of skills.