Position	on:
Emplo	oyee:
Date:	
Comp	eleted by:
Check Relate select	eletion of this questionnaire helps determine the exemption status of a position. It the appropriate exemption (Executive, Administrative, Professional, Computered, Outside Sales and Highly Compensated). Then check all boxes under the ed exemption that are applicable. To qualify for an exemption, all boxes must be ed for that exemption.
EXEC direct	UTIVE (examples: chief executive officer, controller, vice president, tor)
	Regularly receives a predetermined amount constituting all or part of the
emplo	yee's salary, which is not subject to reduction because of variations in the quality
or quantity of work performed. To link to the DOL salary basis information, click here	
	Is paid at least \$455 weekly.
	Primary duty consists of managing the enterprise or a customarily recognized
depar	tment or subdivision of the enterprise.
	Customarily and regularly directs the work of two or more full-time employees or
their e	equivalents (for example, one full-time employee and two half-time employees).
	Has the authority to hire or fire other employees OR makes recommendations
that c	arry particular weight as to the hiring, firing, advancement, promotion or any other
·	ye in status of other employees.

ADMINISTRATIVE (examples: manager, supervisor, administrator)

	Regularly receives a predetermined amount constituting all or part of the
emplo	yee's salary, which is not subject to reduction because of variations in the quality
or qua	antity of work performed. To link to the DOL salary basis information, click here.
	Is paid at least \$455 weekly.
	Primary duty consists of performing office or nonmanual work directly related to
the m	anagement or general business operations of the employer or the employer's
custor	mers.
	Work includes the exercise of discretion and independent judgment with respect
to ma	tters of significance.
	ESSIONAL: LEARNED AND CREATIVE (examples: accountant, nurse, eer, composer, singer, graphic designer)
	Regularly receives a predetermined amount constituting all or part of the
emplo	byee's salary, which is not subject to reduction because of variations in the quality
or qua	antity of work performed. To link to the DOL salary basis information, click here.
	Is paid at least \$455 weekly. Note: For teachers, licensed or certified
practit	tioners of law and medicine, medical interns and residents covered under this
exem	ption, the salary basis and salary requirements do NOT apply.
Learn	ed Professional
	Primary duty consists of the performance of work that requires advanced
knowl	edge (beyond high school) and that is predominantly intellectual in character and
consis	stently includes the exercise of discretion and independent judgment.
	The advanced knowledge is in a field of science or learning.
	The advanced knowledge was acquired by a prolonged course of specialized
intelle	ctual instruction (position possesses the appropriate academic degree or has
substa	antially the same knowledge level and performs substantially the same work as

degreed employees but possesses advanced knowledge only through a combination of work experience and intellectual instruction)

## Creative Professional

Primary duty consists of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor as opposed to routine mental, manual, mechanical or physical work.

To link to the DOL Professional Exemption information, click here.

## COMPUTER-RELATED (examples: network or database analyst, developer, programmer, software engineer)

□ Is paid at least \$455 weekly OR \$27.63 per hour. That is, this exemption does NOT have to meet the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed IF paid at least \$27.63 on an hourly basis.

☐ Primary duty consists of:

The application of system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications, OR

The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, OR

The design, documentation, testing, creation or modification of computer programs related to machine-operating systems, OR

A combination of these duties which requires the same level of skills.

## **OUTSIDE SALES (examples: salespersons, contract negotiators)**

The salary basis and salary requirements do NOT apply for this exemption. That is, this exemption does NOT have the salary basis requirement to regularly receive a

•	ct to reduction because of variations in the quality or quantity of work performed, this exemption does NOT have to be paid a minimum salary.
	Primary duty consists of making sales or obtaining orders for contracts for
servi	ces or for the use of facilities for which consideration will be paid by the client or
custo	mer.
	Customarily and regularly is engaged away from the employers place or places
of bu	siness.
HIGH	ILY COMPENSATED EMPLOYEES PERFORMING EXECUTIVE,
PROI	FESSIONAL OR ADMINISTRATIVE DUTIES
	Is paid an annual total compensation of \$100,000 or more, which includes at
least	\$455 per week paid on a salary basis. The required total annual compensation of
\$100	,000 or more may consist of commissions, nondiscretionary bonuses and other
nond	iscretionary compensation earned during a 52-week period, but does not include
credit	for board or lodging, payments for medical or life insurance, or contributions to
retire	ment plans or other fringe benefits.
	Primary duty consists of performing office, nonmanual work. Note: No matter how
highly	paid, manual workers or other blue-collar workers, including nonmanagement
const	ruction workers, who perform work involving repetitive operations with their hands,
physi	cal skill and energy are not eligible for this exemption.
	Customarily and regularly performs at least one of the exempt duties or
respo	onsibilities of the Executive, Professional or Administrative Exemption.

predetermined amount constituting all or part of the employee's salary, which is not