Administrative Exemption

**JOB TITLE:**

1. Does the incumbent work in any one of the following business operations/departments?

Tax ■ Yes ■ No

Finance ■ Yes ■ No

Accounting ■ Yes ■ No

Budgeting ■ Yes ■ No

Auditing ■ Yes ■ No

Insurance ■ Yes ■ No

Quality Control ■ Yes ■ No

Purchasing ■ Yes ■ No

Procurement ■ Yes ■ No

Advertising ■ Yes ■ No

Marketing ■ Yes ■ No

Research ■ Yes ■ No

Safety and Health ■ Yes ■ No

Personnel Management ■ Yes ■ No

Human Resources ■ Yes ■ No

Employee Benefits ■ Yes ■ No

Labor Relations ■ Yes ■ No

Public Relations ■ Yes ■ No

Government Relations ■ Yes ■ No

Computer Network ■ Yes ■ No

Internet and Database Administration ■ Yes ■ No

Legal and Regulatory Compliance ■ Yes ■ No

Advising/Consulting Employer’s Customers ■ Yes ■ No

Other Staff Functional Area ■ Yes ■ No

***If the incumbent does not work in any of the operations/departments, skip all of the following questions.***

1. Do the incumbent’s duties primarily involve the production of goods or services offered by the employer?

■ Yes ■ No

Explain:

1. Do the incumbent’s duties primarily involve the sale of products in a retail establishment?

■ Yes ■ No

Explain:

1. Taking into consideration all of the incumbent’s job duties, check off the percentage of time in a given workweek that the incumbent performs the following types of tasks and provide examples.

|  | **Rarely or**  **Never**  **( < 5%)** | **Seldom**  **( <20%)** | **Occasionally**  **(20%–40%)** | **Often**  **(40%–50%)** | Majority of Time  **( > 50%)** |
| --- | --- | --- | --- | --- | --- |
| **Task Complexity** | | | | | |
| Tasks are straight-forward, routine, structured, and often repetitive |  |  |  |  |  |
| *Examples:* | | | | | |
| Tasks are varied and fairly complex |  |  |  |  |  |
| *Examples:* | | | | | |
| Tasks are quite varied, and unique and highly complex |  |  |  |  |  |
| *Examples:* | | | | | |
| **Decision Making** | | | | | |
| Tasks require that the incumbent follow set guidelines, procedures, or specific standards, such as those described in manuals or other sources |  |  |  |  |  |
| *Examples:* | | | | | |
| Tasks require that the incumbent compare alternative courses of action and then make a decision after considering the options |  |  |  |  |  |
| *Examples:* | | | | | |
| Tasks require that the incumbent receive clear instructions from the supervisor regarding *what to do* and *how to do it* |  |  |  |  |  |
| *Examples:* | | | | | |
| Tasks require that the incumbent make significant choices and decisions, without specific guidance or direction from the supervisor |  |  |  |  |  |
| *Examples:* | | | | | |

1. Does the incumbent perform any of the following tasks? Provide examples. (The incumbent should perform at least 2 or 3 of the following factors for the exemption to apply)

| **High Level Administrative Tasks** |  | **Examples** |
| --- | --- | --- |
| 1. Formulate, interpret, or implement management policies or operations procedures | ■ Yes ■ No |  |
| 1. Make recommendations to management regarding policies or procedures | ■ Yes ■ No |  |
| 1. Develop guidebooks, manuals, or other policies or procedures for the employer or the employer’s customers | ■ Yes ■ No |  |
| 1. Waive or deviate from established polices and procedures without prior approval | ■ Yes ■ No |  |
| 1. Serve as primary contact to the public or customers on behalf of the employer | ■ Yes ■ No |  |
| 1. Assess customer needs | ■ Yes ■ No |  |
| 1. Determine the appropriate method or need for content of internal or external communications | ■ Yes ■ No |  |
| 1. Carry out major assignments in conducting the operations of the business. Lead a team of other employees assigned to complete a major project for the employer | ■ Yes ■ No |  |
| 1. Commit the employer in matters that have significant financial impact | ■ Yes ■ No |  |
| 1. Negotiate and obligate the company on significant matters | ■ Yes ■ No |  |
| 1. Provide consultation or expert advice to management | ■ Yes ■ No |  |
| 1. Participate in planning long- or short- term business objectives | ■ Yes ■ No |  |
| 1. Participate in the determination of project objectives, project plans, or project priorities | ■ Yes ■ No |  |
| 1. Investigate and resolve matters of significance on behalf of management | ■ Yes ■ No |  |
| 1. Represent the company in handling complaints, arbitrating disputes, or resolving grievances | ■ Yes ■ No |  |
| 1. Conduct independent investigations, inspections, and/or interviews, evaluate information obtained, and resolve issues or recommend resolution without prior approval | ■ Yes ■ No |  |
| 1. Resolve and/or troubleshoot personnel problems | ■ Yes ■ No |  |
| 1. Anticipate and distinguish competitive products or services | ■ Yes ■ No |  |
| 1. Promotion work | ■ Yes ■ No |  |
| 1. Set interview or operational requirements for, or on behalf of, the employer or the employer’s clients or customers | ■ Yes ■ No |  |
| 1. Select vendor products or services | ■ Yes ■ No |  |
| 1. Other way(s) in which the incumbent exercises discretion or judgment as to matters of significance | ■ Yes ■ No |  |

1. What percentage of time in any given workweek does the incumbent perform the high-level administrative functions identified in Question 5?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rarely or Never**  **( < 5%)** | **Seldom**  **( <20%)** | Occasionally  (20%–40%) | **Often**  **(40%–50%)** | Majority of Time  **( > 50%)** |
|  |  |  |  |  |

1. Does the incumbent perform the following nonexempt tasks?

| **Non-Administrative Functions** |  | **Examples** |
| --- | --- | --- |
| 1. Production (making or manufacturing a product) | ■ Yes ■ No |  |
| 1. Sale of products in a retail or service establishment | ■ Yes ■ No |  |
| 1. Bookkeeping | ■ Yes ■ No |  |
| 1. Data tabulation | ■ Yes ■ No |  |
| 1. Clerical duties | ■ Yes ■ No |  |
| 1. Other manual tasks | ■ Yes ■ No |  |
| 1. Other non-office related tasks | ■ Yes ■ No |  |

1. What percentage of time in any given workweek does the incumbent perform the non-administrative functions identified in Question 7?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rarely or Never**  **( < 5%)** | **Seldom**  **( <20%)** | Occasionally  (20%–40%) | **Often**  **(40%–50%)** | Majority of Time  **( > 50%)** |
|  |  |  |  |  |

1. Does the incumbent perform any of the following tasks? Provide examples.

| **Additional Tasks** |  | **Examples** |
| --- | --- | --- |
| 1. Apply knowledge following prescribed procedures or determining procedures to follow | ■ Yes ■ No |  |
| 1. Determine whether specified standards have been satisfied, even if there is some leeway in reaching a conclusion | ■ Yes ■ No |  |
| 1. Perform inspection functions following established techniques and procedures using skills acquired through special training or experience | ■ Yes ■ No |  |
| 1. Formulate recommendations based upon the development of facts concerning conformity with a known standard | ■ Yes ■ No |  |
| 1. Compare items based upon established standards, known through experience or written manuals | ■ Yes ■ No |  |
| 1. Make decisions that do not commit the employer in substantial respects financially or otherwise | ■ Yes ■ No |  |
| 1. Screen applicants or conduct interviews to determine satisfaction of certain minimum qualifications | ■ Yes ■ No |  |

1. What percentage of time in a given workweek does the incumbent perform the tasks set forth in Question 9?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rarely or Never**  **( < 5%)** | **Seldom**  **( <20%)** | Occasionally  (20%–40%) | **Often**  **(40%–50%)** | Majority of Time  **( > 50%)** |
|  |  |  |  |  |

1. Rate the incumbent’s relative freedom from supervision:

■ No freedom

■ Some freedom

■ Significant freedom

1. When reviewing or evaluating the incumbent’s performance, what is the relative importance of the high-level administrative duties (Question 5) in comparison to the incumbent’s other duties?

■ More important

■ Of equal importance

■ Less important

1. How frequently are the incumbent’s high-level administrative decisions listed in Question 5 reversed or rejected?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rarely or**  **Never**  **( < 5%)** | **Seldom**  **( <20%)** | Occasionally  **(20%– 50%)** | Majority of Time  **( > 50%)** | **Almost Always**  **( > 80%)** |
|  |  |  |  |  |

1. What impact do these decisions have on the organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Additional comments/notes:  
   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_