

Exempt Employee Position Review

Job Title Position: _____ Date Completed _____

Person Completing
Review: _____

Exempt Status Determination: _____ Exempt _____ Non-Exempt

Place an “x” in each box that applies to this position.

Employee Exemption: (Executive Director/CEO)	Yes	No If no, stop Employee is not exempt
Is this employee compensated on a salary basis at a rate of not less than \$455 per week?		
Does this employee’s primary duty consist of managing the enterprise or a customarily recognized department or subdivision of the enterprise?		
Does this employee customarily and regularly supervise the work of two or more full time employees or their equivalent AND		
Does this employee have the authority to hire and fire other employees?		

Items in bold should be considered per the following definitions;

Primary Duty

“Primary duty” means the principal, main, major or most important duty that the employee performs. Determination of an employee’s primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee’s job as a whole.

Management

Generally, “management” includes, but is not limited to, activities such as interviewing, selecting, and training of employees; setting and adjusting their rates of pay and hours of work; directing the work of employees; maintaining production or sales records for use in supervision or control; appraising employees’ 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 the techniques to be used; apportioning the work among the 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 the safety and security of the employees or the property; planning and controlling the budget; and monitoring or implementing legal compliance measures.

Department or Subdivision

The phrase “a customarily recognized department or subdivision” is intended to distinguish between a mere collection of employees assigned from time to time to a specific job or series of jobs and a unit with permanent status and function.

Customarily and Regularly

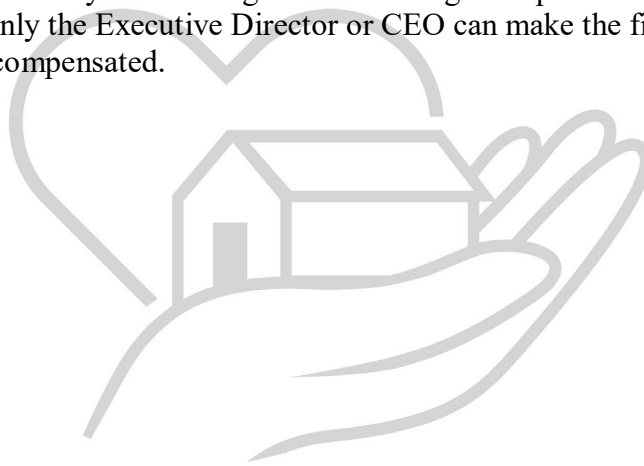
The phrase “customarily and regularly” means greater than occasional but less than constant; it includes work normally done every workweek, but does not include isolated or one-time tasks.

Two or More

The phrase “two or more other employees” means two full-time employees or their equivalent. For example, one full-time and two half-time employees are equivalent to two full-time employees. The supervision can be distributed among two, three or more employees, but each such employee must customarily and regularly direct the work of two or more other full-time employees or the equivalent. For example, a department with five full-time nonexempt workers may have up to two exempt supervisors if each supervisor directs the work of two of those workers.

Particular Weight

Factors to be considered in determining whether an employee’s recommendations as to hiring, firing, advancement, promotion or any other change of status are given “particular weight” are only recommendations and only the Executive Director or CEO can make the final decision of separation and is therefore highly compensated.



Signature of Person Completing Form

Date

Signature of Person Completing Form

Date

LADD

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