

EXECUTIVE EXEMPTION

Title of Position _____ Class Code _____ Slot _____

Name of Evaluator _____ Date of Evaluation _____

Exempt or Non-Exempt _____

An executive employee must meet ALL of the following requirements to be exempt from the Fair Labor Standards Act minimum wage and overtime provisions:

- _____ 1. Duties: Primarily management of the agency, or managing a customarily recognized department or subdivision.
- _____ 2. Supervision: Customarily and regularly directs two or more other full-time employees or their equivalent.
- _____ 3. Authority: Possesses the authority to hire or fire employees, or makes suggestions that are given substantial weight in such decisions, including hiring, firing, advancement, promotion, or any other change of status of other employees.
- _____ 4. Compensation: Is paid not less than \$455 per week exclusive of board, lodging or other facilities.