

COMPUTER-RELATED EXEMPTION WORKSHEET

Job Title: _____ Department: _____

Worksheet Determination: _____ **Exempt** _____ **Non-Exempt**

Important Reminder: The Department of Labor enforces the FLSA and makes the final decision as to whether this position is exempt or non-exempt

Instructions: Review the current job description for this position before answering the questions below. **In order to classify this position as exempt, the answer to each of the questions must be “yes.”**

Note: When completing this worksheet for a position that has two or more incumbents, you must be able to answer all of the questions with a “yes” for each individual employee. If the answer to any question is “no” for one employee, that individual employee should be classified as non-exempt. This would not, however, automatically negate the exemption for the other incumbents so long as their answer is “yes” to the question.

SALARY LEVEL TEST	Yes	No	Comments
1. If paid on a salary or fee basis, does the employee earn \$684 or more per week? Current weekly salary: _____			
2. If paid on an hourly basis, is the employee’s rate of pay at least \$27.63 per hour? Current hourly rate: _____			

SALARY BASIS TEST	Yes	No	Comments
3. Does the employee receive full salary without any deductions even if there are variations in the quality or quantity of the employee’s work?			
4. Does the employee receive full salary for working less than a full workweek due to absences caused by the employer or the operating requirements of the company?			
5. Are only full day salary deductions taken from the employee’s pay (no partial day deductions except for FMLA absences)?			
6. Are unpaid suspensions for full weeks only unless for major safety or workplace conduct rules?			

DUTIES TEST**Yes****No****Comments**

<p>1. Does the employee perform work that consists of one or more of the following? (check all that apply)</p> <p><input type="checkbox"/> computer systems analyst</p> <p><input type="checkbox"/> computer programmer</p> <p><input type="checkbox"/> software engineer</p> <p><input type="checkbox"/> other similarly skilled job in the computer field specify: _____</p>			
<p>2. Does the employee's primary duty¹ consist of one of the following? (check one, if applicable)</p> <p><input type="checkbox"/> application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications;</p> <p><input type="checkbox"/> 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;</p> <p><input type="checkbox"/> design, documentation, testing, creation, or modification of computer programs related to machine operating systems;</p> <p><input type="checkbox"/> A combination of the duties listed above, the performance of which requires the same level of skills.</p>			

¹"Primary duty" means the principal, main, major, or most important duty 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.

This worksheet was completed by

Name: _____

Date: _____