

## Fair Labor Standards Act (FLSA) Guidelines

The following categories may help you determine the appropriate FLSA exemption.

### EXECUTIVE

Regularly receives 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.

Is paid at least \$35,568 annually (\$684 weekly).

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision.

Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time and two half time employees).

Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

### ADMINISTRATIVE

Regularly receives 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.

Is paid at least \$35,568 annually (\$684 weekly).

Primary duty consists of performing office or non-

through a combination of work experience and intellectual instruction).

Creative professional

- o 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.

COMPUTER-RELATED

Is paid at least \$35,568 annually (\$684 weekly).

Primary duty consists of:

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