



City of Lee's Summit, Missouri
FLSA Administrative/Professional/Executive Exemption Analysis Tool

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|--------------------|----------------------|
| Job Title: | Department: |
| Supervisor: | Date: |
| Current Pay Grade: | Department Director: |

Salary Test: Effective December 1, 2016, in order to meet the salary test for exempt status, an employee must receive a gross pay amount of at least \$913.00 per week/\$22.825 per hour/\$47,476.00 per year.

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|---|
| Does the employee receive a gross pay amount of at least \$913.00 per week? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|

*If the answer to the above is **NO**, then the employee is non-exempt. **STOP**.
 If the answer is **YES**, go on to the **Duties Tests**.

Duties Tests: The employee only needs to satisfy one of the three duties tests below.

- **Administrative Duties Test:** Employees whose primary duty (50% or more of the employee's time) is office or non-manual work related to management or general business operations of the City, with work involving exercise of discretion and independent judgment related to matters of significance. *Check all that apply:*
 - Authority to formulate, affect, interpret or implement management policies or operating practices.
 - Carries out major assignments in conducting the operations of the organization.
 - Performs work that affects business operations to a substantial degree.
 - Authority to waive or deviate from policies and procedures without prior approval.
 - Provides consultation or expert advice to management.
 - Plans operational objectives.
 - Investigates and resolves matters of significance on behalf of management or the organization.
 - Leads a team of workers assigned to a task or project.
 - Have been delegated authority regarding matters of significance.

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|---|
| Based on the criteria listed above, does the employee's primary duty consist of office or non-manual work directly related to the management or general business operations of the City? <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|

Based on the criteria listed above, does the employee customarily and regularly exercise discretion or independent judgment related to matters of significance? Yes No

* If the answer to either of the above is NO, then the employee does not qualify for the Administrative duty exemption.

*If the answer to both of the above is YES, STOP and go to Pg. 3.

- **Executive Duties Test:** employees whose primary duty (50% or more of the employee's time) is the management of the City, with the employee directly supervising two or more full time equivalent (FTE) employees. *Check all that apply:*
 - Interviewing, selecting, training employees, and directing the work of employees; conducting performance appraisals of employees.
 - Disciplining employees
 - Planning the work, determining techniques, and apportioning the work among employees.
 - Determining the type of materials, supplies, machinery, equipment, or tools to be used and bought.
 - Planning and controlling a budget.

Based upon the above criteria, does the employee's primary duty consist of management within the City? Yes No

Does the employee customarily and regularly direct the work of two or more employees?

Yes No

Does the employee have the authority to make employment decisions regarding other employees, or is their recommendation given particular weight? Yes No

* If the answer to either of the above is NO, then the employee does not qualify for the Executive duty exemption.

*If the answer to all of the above is YES, STOP and go to Pg. 3.

- **Professional Duties Test:** employees whose primary duty (50% or more of the employee's time) involves performance work requiring advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction or the performance of creative work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavors.

Does the employee's primary duty meet the following requirements? Yes No

- 1) Employee performs work requiring advanced knowledge, predominately intellectual in character and includes work requiring consistent exercise of discretion and judgment.
- 2) Advanced knowledge is in a field of science or learning.
- 3) Advanced knowledge is customarily acquired by a prolonged course of specialized intellectual instruction.

Does the employee's primary duty require invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor?

Yes No

Summary of Analysis. Based upon the analysis above, the above-referenced position satisfies the following:

| <u>Test</u> | <u>Yes</u> | <u>No</u> |
|----------------------------|------------|-----------|
| Salary Test | | |
| Administrative Duties Test | | |
| Executive Duties Test | | |
| Professional Duties Test | | |

This position _____ IS _____ IS NOT Exempt under the FLSA guidelines.

Based upon the above analysis and determination, this position needs to be re-graded to Grade 15 Exempt.

Yes No

If the position is determined to be non-exempt, please provide an estimate of weekly overtime expectations based upon current workload: _____ hours per week.

Date

Supervisor

Department Director

Director of Human Resources

For Human Resources Department Use Only

No Action Needed

Employee/Position Status Updated: _____ by _____
Date Employee Name