

# FLSA – OVERTIME RULE CHANGES



Human Resource Services

# EMPLOYEES' MAY MAINTAIN EXEMPT CLASSIFICATION...

1. In order for exempt employees to maintain an exemption status they must meet both the “salary” & “duties” test.
2. Duties Test - the employee’s job duties must primarily involve executive, administrative, professional, computer or outside sales duties (also known as “white collar” duties).
3. Salary Basis/level Test - the employee must be paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed.



# EMPLOYEES' MAY MAINTAIN EXEMPT CLASSIFICATION...continued

4. The employee must be paid \$47,476 or more annually.
5. Must satisfy the HR duties test assessment worksheet.
6. Must receive approval on HR Exemption Justification Worksheet.
7. Must satisfy an overtime assessment.
8. Must have an updated job description/PIQ.
9. Must have Senior VP and freeze committee approval.
10. Applies to each position individually based on duties and responsibilities.