



# Position Justification - FLSA Assessment

Employee's Name:	
Employee's 901#:	
Position Number:	
Employee's Current Title:	
Pay Grade:	
Department:	
Supervisor's Name:	
Supervisor's Title:	
Date Completed:	
Department Contact Information:	

***Top three critical duties of this position***

- 1.
- 2.
- 3.

**Can these duties wait and be completed on the next business day? If no, please explain why the duties are "time sensitive"?**

**What is the most detrimental outcome of these duties not being accomplished at the end of the business day and/or by the due date?**

**Do any other employee(s) in your department possess the knowledge, skills, and ability to perform the above listed duties?**

**Would restructuring your current organizational chart allow for any or all of the above critical duties to be disseminated to other staff members?**

**Is this position essential in meeting regulatory, legislative, or accreditation requirements? If so, what are the requirements and how many hours of overtime are estimated for performing these tasks?**

**Is this position essential to health, safety or security of students/staff/faculty? If so, does the position normally work over 37.5 hours per week? What is the risk associated with not allowing or reducing overtime hours worked?**