

## FLSA/RX Exemption Status Review Questionnaire

Name of Incumbent:	Proposed Classification:
Employee ID:	Position Number:

### To Be Completed By Supervisor

Please review the attached job description that Staff Human Resources has on file and verify that it accurately reflects the most current up-to-date responsibilities of the incumbent's position.

**Check appropriate box below:**

- The attached job description on file in Staff Human Resources is the most current and up-to-date for the incumbent.
- A revised job description is attached for review.

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### To Be Completed By Staff Human Resources

**Learned Professional Exemption (RX contract 9/1/2001-App. K; rev. FLSA standard test, eff. 8/23/2004) Both criteria 1 & 2 below must be met for proposed position to be considered exempt from FLSA Applies to the following Titles: Staff Research Associate II (Title code 9612), Marine Tech II (title Code 9643), Marine Tech III (Title Code 9642).**

- **Income Test:** Compensation on fee or salary basis of **not less than \$1971.67** per month  
Annual rate: \$\_\_\_\_\_
- **Primary Work:** requires advanced knowledge, predominantly intellectual, and requiring consistent exercise of discretion and judgement; advanced knowledge must be in field of science or learning; and must be customarily acquired by a prolonged course of specialized intellectual instruction.

A. Indicate the incumbent's degree:     Bachelors     Masters     Doctorate

B. Briefly describe the incumbent's course of study/field of emphasis: \_\_\_\_\_

C. Does the incumbent's primary duty (at least 50% of the employee's time) require the knowledge from this course of study/field of emphasis?     Yes     No

D. What percentage of the incumbent's total **responsibilities**, require the exercise of independent judgement?  
\_\_\_\_\_ %

(e.g.,) Duties which the incumbent performs using the knowledge required by the degree and/or field of study and with little or no consultation with the supervisor; and involves determining such things as conceptualizing the experiment, designing the experiment and determining what and how the data should be collected, etc.)

E. Does the incumbent devote at least 80% of her/his time to the duties addressed in C & D above?  
 Yes     No

(e.g., Add the percent time that the incumbent spends performing the primary duty plus the percent time spent performing any duties independently. If this totals 80% or more, check "yes".)

- **Determination:**     Exempt     Non-Exempt

Signature of Classification Analyst: \_\_\_\_\_ Date: \_\_\_\_\_