

**FLSA/RX Exemption Status
Review Questionnaire**

Name of Incumbent: _____	Proposed Classification: _____
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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% of more, check "yes".)
- **Determination:** Exempt Non-Exempt

Signature of Classification Analyst: _____ Date: _____