

Chapter 22

EXECUTIVE, ADMINISTRATIVE, PROFESSIONAL, COMPUTER, AND OUTSIDE SALES EXEMPTIONS: FLSA SECTION 13(a)(1) (29 USC 213(a)(1))

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22a GENERAL CONSIDERATIONS

22a00 Regulations part 541 (29 CFR 541).

29 CFR 541 defines the terms “executive” (541.100), “administrative” (541.200), “professional” (541.300), “computer” (541.400), and “outside sales” (541.500) employees for purposes of the 29 USC 213(a)(1) exemption from minimum wage and overtime. 29 USC 213(a)(17) exempts computer systems analysts, computer programmers, software engineers, and other similarly skilled workers in the computer field from minimum wage and overtime if they meet the prescribed duties tests, as discussed in 29 CFR 541.400 -.402, and they receive the proper level of pay.

29 CFR 541

22a01 Effective date of revised exemption tests.

The effective date of the revised exemption tests under 29 CFR 541 is 08/23/2004. The revised regulations were published in the Federal Register on 04/23/2004 (69 FR 22122).

69 FR 22122

22a02 Scope of 541 exemptions.

29 USC 213(a)(1) exemptions apply only to certain types of white collar employees who meet the salary and duties tests and who are employed as bona fide executive, administrative, professional, computer, and outside sales employees, as 29 CFR 541 defines each of these terms. Manual laborers or other blue collar workers do not qualify for exemption under 29 CFR 541.

29 CFR 541.3(b)

22a03 **Exemption period.**

The exemptions provided by 29 USC 213(a)(1) are applied on the basis that each workweek constitutes a separate period of exemption. However, certain of the tests are so worded that a determination of exemption must be made by considering the conditions of employment over a more extended period of time. For example, the primary duty test does not expressly apply on a workweek basis and must be applied using a holistic approach that is sufficient to capture the character of the employee's job as a whole (*see* 29 CFR 541.700 and 69 FR 22186), rather than a day-by-day scrutiny of the tasks performed. Similarly, an employee may be paid the salary required during certain workweeks, but an analysis of the compensation paid over a longer period may reveal that the employee is not actually paid on a salary basis. Likewise, an investigation may reveal that a supervisor does not customarily and regularly direct the work of two or more employees in his or her department, despite the fact that in particular weeks the supervisor may supervise more than one employee. It must always be kept in mind, however, that a change in an employee's duties, responsibilities, or salary (even though temporary) may bring a change in exemption status.

22a04 **Job titles and job descriptions insufficient.**

Job titles and job descriptions do not determine an employee's exempt status.

29 CFR 541.2

22a05 **Trainees.**

- (a) 29 USC 213(a)(1) exemptions do not apply to employees training for employment in an executive, administrative, professional, outside sales, or computer employee capacity who are not actually performing the duties required for exemption as a bona fide executive, administrative, professional, outside sales, or computer employee.

29 CFR 541.705

- (b) However, time spent by an exempt store manager attending a several week management training program which will qualify the manager for placement in a higher level management position will not result in loss of exemption for the manager for the time spent in the training program. The manager's primary duty is not changed by the mere fact that the manager attends such a training program.

[WHD Opinion Letter FLSA2008-19](#)

22a06 **Other laws and collective bargaining agreements.**

The Fair Labor Standards Act (FLSA) provides minimum standards that may be exceeded but cannot be waived or reduced. Employers must also comply with any federal, state, or municipal law, ordinance, or regulation establishing higher standards than those in the FLSA.

29 CFR 541.4

22a07 **Recordkeeping, work schedule, and leave usage policies.**

Employers may require exempt employees to record and track their hours and to work a specified schedule, and may make deductions from accrued leave accounts for leave taken (whether for a full or partial day) without affecting the employees' exempt status.

[WHD Opinion Letter FLSA2005-05](#)

22a08 **Employee working in both exempt and nonexempt positions.**

When an employee performs work in more than one capacity for an employer, for example, an office assistant, a position that is typically nonexempt, and as a manager, a position that is typically exempt, the standard for determining whether the combined duties are exempt is the primary duty test, which considers the character of the employee's job viewed as a whole. If the exempt managerial duties are the primary duty, the employee will be exempt. If the nonexempt office assistant duties are the primary duty, the employee will be nonexempt. If the employee is determined to be nonexempt, normal regular rate principles apply in calculating overtime due to the employee.

[WHD Opinion Letter FLSA2005-14](#)

29 CFR 541.700

[06/26/2018]

22a09 **All aspects of the applicable exemption test must be met.**

If an employee's exempt status is subject to the salary basis test, and the employee is paid on a salary basis, but is paid less than \$455.00 per week, the employee is not exempt. If an amount is paid for a period longer than one week, it is necessary to compute the weekly equivalent of the amount paid to determine if the amount equals or exceeds \$455.00 per week.

If, under the executive exemption, an employee customarily and regularly supervises or directs the work of only one individual, the employee will fail the supervision test, and will not meet the executive exemption.

If an employee's primary duty is the performance of preventative maintenance work on electrical and mechanical systems, the employee's primary duty is manual labor, and the employee will fail the duties test of the administrative exemption.

[WHD Opinion Letter FLSA2005-4NA](#)

[WHD Opinion Letter FLSA2005-37](#)

[06/26/2018]

22b **EXECUTIVE EXEMPTION: 29 CFR 541.100**

22b00 **Criteria for exemption of executive employees.**

- (a) To be exempt as a bona fide executive under 29 CFR 541.100, all of the following tests must be met:

- (1) The employee must be compensated on a salary basis at a rate not less than \$455.00 per week (\$380.00 per week if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging or other facilities.
 - (2) The employee's primary duty must be management of the enterprise in which employed (or a customarily recognized department or subdivision thereof).
 - (3) The employee must customarily and regularly direct the work of two or more other employees.
 - (4) The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees must be given particular weight.
- (b) "Salary basis" is defined at 29 CFR 541.602. *See* [FOH 22g02](#).

29 CFR 541.100 -.106

29 CFR 541.600

29 CFR 541.602

29 CFR 541.606

29 CFR 541.700 -.701

[06/26/2018]

22b01 Primary duty test for executive employees.

- (a) An exempt executive employee's primary duty must be management of the enterprise in which employed, or management of a customarily recognized department or subdivision of the enterprise. "Primary duty" is defined in 29 CFR 541.700 as the principal, main, major, or most important duty the employee performs, determined by examining all the facts in each case with the major emphasis on the character of the employee's job as a whole. The amount of time spent performing exempt work can be a useful guide in answering this question, but time alone is not the sole test. The regulations do not require that employees spend more than 50 percent of their time performing exempt work to qualify for exemption. Thus, while employees who spend more than half their time performing exempt work will generally satisfy the primary duty requirement, employees who do not spend more than half their time performing exempt duties may still meet the primary duty requirement if other factors support that conclusion. Factors to consider include, but are not limited to, the relative importance of the exempt duties compared with other duties, the amount of time spent performing exempt work, the employee's relative freedom from direct supervision, and the relationship between the employee's salary and the wages paid to other employees for the kind of nonexempt work performed by the employee. For example, managers in retail establishments who perform exempt executive duties such as supervising and directing the work of other employees, ordering merchandise, managing the budget and authorizing payment of bills may have management as their primary duty even if they spend more than 50 percent of the time performing nonexempt work such as running the cash register. However, if a particular

manager is closely supervised and earns little more than the nonexempt employees, such a manager generally would not satisfy the primary duty requirement. See [FOH 22b04](#) and 29 CFR 541.106.

29 CFR 541.700

- (b) “Management” includes (but is not limited to) activities such as interviewing, selecting, and training employees; setting and adjusting their rates of pay and hours of work; directing their work; maintaining production or sales records for use in supervision or control; appraising employees’ productivity and efficiency for recommending promotions or other changes in status; handling employee complaints and grievances; disciplining employees; planning the work; determining the techniques to be used; apportioning the work among the employees; determining the type of materials, supplies, machinery, equipment or tools to be used or merchandise to be bought, stocked and sold; controlling the flow and distribution of materials or merchandise and supplies; providing for the safety and security of the employees or the property; planning and controlling the budget; and monitoring or implementing legal compliance measures.

29 CFR 541.102

[WHD Opinion Letter FLSA2005-19](#)

[WHD Opinion Letter FLSA2006-29](#)

69 FR 22133

- (c) “Customarily recognized department or subdivision” means a recognized subpart, within the larger business unit, which has a permanent status and continuing function. The term is intended to distinguish between a mere collection of employees assigned from time to time to a specific job or series of jobs and a recognized unit with permanent status and function. Each separate establishment of a multi-establishment enterprise qualifies as a recognized subdivision. However, a recognized subdivision need not be physically within the employer’s establishment, and may even move from place to place. An employee may work in more than one location without invalidating the exemption if factors show the employee is actually in charge of a recognized unit with a continuing function in the employer’s organization. Continuity of the same subordinate personnel is also not required; an otherwise exempt employee does not lose the exemption simply because the employee obtains and supervises workers from a pool or supervises a team of workers from other recognized units. Examples of department or subdivision include such groupings as a shift; a functional area (*i.e.*, back of the house, front of the house in a store or restaurant); or a small group or team of employees who work on a related project within a larger group.

29 CFR 541.103

69 FR 22134

- (d) **Primary duty during a strike period.**

During a strike, otherwise exempt executive, administrative, and professional employees often perform the work of nonexempt rank and file employees, which raises a question as to their exemption status under 29 CFR 541. The primary duty test does not expressly apply on

a workweek basis. See 29 CFR 541.700 and [FOH 22a03](#). In *Marshall v. Western Union Telegraph Co.*, 621 F.2d 1246 (3rd Cir. 1980), which involved a 3-month strike period, the United States (U.S.) Court of Appeals for the Third Circuit held that the primary duty requirement then existing in the regulation’s short test for high-salaried managerial employees could not be applied on a workweek basis (or over any specific timeframe under the regulatory language). Based on this ruling, the Wage and Hour Division (WHD) will, on a nationwide basis, deem the primary duty test to be satisfied during a strike period, provided that the otherwise exempt employee who performs nonexempt work during that period 1) satisfied the primary duty test prior to the strike and 2) is paid on a salary basis at a rate not less than the required weekly amount of \$455.00 during the strike.

Marshall v. Western Union Telegraph Co., 621 F.2d 1246 (3rd Cir. 1980)

[06/26/2018]

22b02 Supervision of two or more other employees.

- (a) Whether an employee “customarily and regularly directs the work of two or more other employees” under 29 CFR 541.100(a)(3) depends on all the facts. “Customarily and regularly” means greater than occasional but may be less than constant; it includes work normally and recurrently performed every workweek, but does not include isolated or one-time tasks. The fact that an occasional workweek passes when an otherwise exempt executive does not give direct instructions to subordinate employees will not defeat the exemption, provided the executive in fact customarily and regularly directs the subordinate employees’ work. In addition, in certain instances, a supervisor (such as a district sales manager) may not work at the same time or within the same establishment as the assigned subordinates being supervised; this will not defeat the exemption if the criteria of 29 CFR 541.100(a)(3) in fact are met.

29 CFR 541.100

29 CFR 541.701

[WHD Opinion Letter FLSA2006-35](#)

- (b) “Two or more other employees” means two full-time employees or the equivalent (*see* 29 CFR 541.104). For example, one full-time and two half-time employees are equivalent to two full-time employees. Four half-time employees are also equivalent to two full-time employees. Full-time generally means someone who works 40 or more hours per week. If occasional, temporary or part-time employees are involved when determining if the two full-time employee equivalency is met, an exempt executive must supervise two or more employees for a combined total of 80 hours of work by such employees. In other words, the total number of hours worked by subordinate employees supervised must ordinarily total 80 within the workweek to qualify as the equivalent of two full-time employees. If a full-time employee works over 40 hours in the workweek, he or she counts as the equivalent of only one employee. For example, if a full-time employee works 60 hours per week and a part-time employee works 20 hours per week, although the two employees together work a total of 80 hours, an equivalent of only one full-time and one part-time employee is supervised, thereby not meeting the criteria. Only other employees of the employer may be considered when determining if the two full-time employee equivalency is met; supervision of

volunteers, employees of independent contractors, or any other non-employees (*e.g.*, trainees, interns) in relation to the employer are not considered for purposes of this test.

29 CFR 541.104

69 FR 22135

[WHD Opinion Letter FLSA2007-3](#)

[Fact Sheet 71](#)

- (c) The supervisory function can be distributed among two, three, or more exempt executives, but each executive must customarily and regularly direct the work of two or more other full-time employees or the equivalent. For example, a department with five full-time nonexempt workers may have up to two exempt supervisors if each supervisor customarily and regularly directs the work of two full-time nonexempt workers. However, the hours worked by a subordinate employee may not be counted or credited more than once for different executives. Thus, shared responsibility to supervise the same two employees in the same department does not meet the requirement that the executive direct the work of two or more employees or their equivalent. On the other hand, a full-time employee who works half of the time for one supervisor and the other half of the time for a different supervisor may be credited as a half-time employee for each of the supervisors. However, if a full-time employee usually works more than 40 hours per week and the employer wants to split this employee's time evenly between two supervisors, then each supervisor is still supervising only one-half of this full-time employee's time. Subdividing one full-time employee's time between more than one supervisor for purposes of this test should never add up to more than one full-time employee.

Also, there is no requirement that the manager work at the same time or at the same location as the subordinates in order to qualify for the exemption, as long as the manager regularly directs the subordinate's work.

WHD Opinion Letter FLSA (August 21, 1978)

WHD Non-Administrator Opinion Letter FLSA (November 8, 1979)

[WHD Opinion Letter FLSA2006-35](#)

- (d) The WHD has occasionally accepted a lower full-time workweek standard but only when unusual circumstances justified it in an industry (and never because an individual employer's rules defined full-time as something less than 40 hours per week for purposes of pension or benefit plan participation or other reasons). The exception was limited to firms in *industries* that had *established workweeks* of 37 ½ or 35 hours for full-time employees, such as banking and insurance in the 1970s. For example, banks historically operated fewer hours each week compared to their normal business operations today (*i.e.*, they were closed to the public by mid-afternoon on most weekdays and did not open for business on weekends) (thus, the term "banker's hours" became known as a reference to a reduced workweek schedule compared to the norm). Such qualifying circumstances no longer appear to be present in the banking and insurance industries today. In the 2004 revisions to the 541 regulations, the WHD reinforced "its current interpretation that an exempt supervisor generally must direct a total of 80 employee-hours of work each week." See 69 FR 22135 (April 23, 2004), *Perez v.*

Radioshack Corporation, 386 F. Supp. 2d 979, 990 (N.D. Ill. 2005) (to “customarily and regularly” direct work of two or more full-time employees, an exempt executive must supervise 80 or more hours of subordinates’ time at least 80 percent of the time to indicate frequency greater than occasional but less than constant).

29 CFR 541.701

[06/26/2018]

22b03 **Authority to hire or fire, particular weight.**

To qualify as an exempt executive, an employee must have the authority to hire or fire other employees, or have his or her suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees be given particular weight. Factors considered when determining if an employee’s recommendations as to hiring, firing, advancement, promotion, or any other change of status are given particular weight include whether it is part of the employee’s job duties to make such recommendations, and the frequency with which such recommendations are made, requested, and relied upon. For example, an employee who provides few recommendations that are never followed would not meet the requirement of 29 CFR 541.100(a)(4). Generally, an executive’s recommendations must pertain to employees whom the executive customarily and regularly directs or supervises. It does not include occasional suggestions regarding co-workers. An employee’s recommendations may still be deemed to have particular weight even if a higher level manager’s recommendation has more importance and even if the employee does not have authority to make the ultimate decision as to the employee’s change in status, such as where a higher level manager or a personnel board makes the final hiring, promotion or termination decision. “Other change of status” refers to tangible employment actions and means a significant change in employment status, such as hiring, firing, failing to promote, reassignment with significantly different responsibilities, or a decision causing a significant change in benefits. A supervisor who provides recommendations on any one of the specified changes in employment status may be considered to meet the requirement of 29 CFR 541.100(a)(4).

29 CFR 541.100

29 CFR 541.105

69 FR 22131

69 FR 22135

[06/26/2018]

22b04 **Concurrent performance of exempt and nonexempt duties.**

Concurrently (or simultaneously) performing both exempt and nonexempt duties does not automatically disqualify an otherwise exempt employee from the executive exemption if all the requirements for exemption are met. For example, if the primary duty of a manager of a retail food service establishment is management of that establishment, performing work such as serving customers or cooking food during peak customer periods would not preclude exempt status. Generally, exempt executives make the decision regarding when to perform

nonexempt duties and remain responsible for the success or failure of business operations under their management while performing such nonexempt tasks, and can both supervise subordinate employees and serve customers at the same time without being disqualified from the exemption. In contrast, the nonexempt employee generally is directed by a supervisor to perform the exempt work or performs the exempt work for defined time periods. An employee whose primary duty is ordinary production work or routine, recurrent, or repetitive tasks does not qualify for exemption as an executive even if the employee also has some supervisory responsibilities. A relief supervisor or working supervisor whose primary duty is performing nonexempt work on the production line in a manufacturing plant does not become exempt merely because the nonexempt production line employee occasionally has some responsibility for directing the work of other nonexempt production line employees when, for example, the exempt supervisor is not available. Nonexempt employees do not become exempt executives simply because they direct the work of other employees upon occasion or provide input on performance issues from time to time; such employees typically would not meet the other requirements of 29 CFR 541.100 (such as having a primary duty of management). Whether an employee is exempt as an executive while performing concurrent duties must be determined on a case-by-case basis according to the factors set forth in 29 CFR 541.700. *See* 29 CFR 541.703 for a discussion of work that is directly and closely related to the performance of exempt work and is, therefore, also considered exempt work, and the examples discussed therein to illustrate types of work that are or are not considered directly and closely related to exempt work.

69 FR 22136 -22137

[WHD Opinion Letter FLSA2005-19](#)

[WHD Opinion Letter FLSA2006-29](#)

29 CFR 541.100

29 CFR 541.106

29 CFR 541.700

[06/26/2018]

22b05 Exemption of business owners with 20 percent equity interest.

An employee who owns at least a bona fide 20 percent equity interest in the enterprise in which employed, regardless of the type of business organization (*e.g.*, corporation, partnership, or other), and who is actively engaged in its management, is considered a bona fide exempt executive. The salary and salary basis requirements do not apply to the exemption of business owners under 29 CFR 541.101. An individual with a 20 percent or greater interest in a business who is required to work long hours, makes no management decisions, supervises no one and has no authority over personnel does not qualify for the executive exemption. To qualify for the exemption, a minority owner with at least a bona fide 20 percent interest in the business must be actively engaged in its management.

69 FR 22132

29 CFR 541.101

22c ADMINISTRATIVE EXEMPTION: 29 CFR 541.200

22c00 Criteria for exemption of administrative employees.

- (a) To be exempt as a bona fide administrative employee under 29 CFR 541.200, all of the following tests must be met:
- (1) The employee must be compensated on a “salary” or “fee” basis (as defined in the regulations) at a rate of not less than \$455.00 per week (\$380.00 per week if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging, or other facilities.
 - (2) The employee’s primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer’s customers.
 - (3) The employee’s primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.
- (b) “Salary basis” and “fee basis” are defined at 29 CFR 541.602 and 29 CFR 541.605, respectively. *See* [FOH 22g02](#).

[06/26/2018]

22c01 Primary duty test for administrative employees.

- (a) An exempt administrative employee’s primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or of the employer’s customers. For further explanation of the term “primary duty” *see* the discussion under “executive” at [FOH 22b01](#).

(b) Office or non-manual work

The administrative exemption applies only to employees whose primary duty is the performance of office or non-manual work. Thus, for example, production line workers and employees in maintenance, construction and similar occupations who perform work involving repetitive operations with their hands, physical skill, and energy are not exempt as administrative employees. For a discussion of manual laborers and other blue collar workers outside the scope of the white collar exemptions *see* 29 CFR 541.3 and [FOH 22a02](#).

(c) Directly related to management or general business operations

The phrase “directly related to management or general business operations” refers to the type of work performed by the employee. To meet this requirement, an employee must perform work directly related to assisting with the running or servicing of the business, as distinguished, for example, from working on a manufacturing production line or selling a product in a retail or service establishment. Work “directly related to management or general business operations” includes, but is not limited to, work in functional areas such as tax, finance, accounting, budgeting, auditing, insurance, quality control, purchasing, procurement, advertising, marketing, research, safety and health, personnel management, human resources, employee benefits, labor relations, public relations, government relations, computer network,

internet and database administration, legal and regulatory compliance, and similar activities. This list is intended only to be illustrative. It is not intended as a complete listing of exempt areas, nor is it intended as a listing of specific jobs; rather, it is a list of functional areas or departments that generally relate to management and general business operations of an employer or an employer's customers, although each case must be examined individually. Within such areas, it is still necessary to analyze the level or nature of the work performed (i.e., does the employee exercise discretion and independent judgment as to matters of significance) in order to determine if the administrative exemption applies. Whether a particular employee primarily performs exempt work depends on the actual duties performed.

The production versus staff dichotomy is a useful analytical tool in evaluating whether an employee's primary duty is work directly related to management or general business operations. See 69 FR 22140 -22142. Courts have noted that determining whether the administrative exemption applies is not as simple as a drawing the line between white collar and blue collar employees. Rather, non-manufacturing employees can be considered to be production employees if their job is to generate the product or service that their employer's business offers to the public. The distinction is between those employees whose primary duty is administering the business affairs of the enterprise from those whose primary duty is producing the commodity or commodities, whether goods or services, that the enterprise exists to produce and market.

(d) Employer's customers

An employee may qualify for the administrative exemption if the employee's primary duty is work directly related to the management or general business operations of the employer's customers, rather than those of the employer. Thus, employees acting as advisors or consultants to their employer's clients or customers, such as tax experts or financial consultants, for example, may be exempt. Nothing in 29 CFR 541 precludes the administrative exemption because the customer is an individual, rather than a business, as long as the work performed relates to management or general business operations. While the exemption would not apply when the client's or customer's business is purely personal, providing expert advice to a small business owner or a sole proprietor regarding management and general business operations would be an exempt administrative function. For example, many bona fide administrative employees perform important functions as advisors or consultants in analyzing and recommending changes in business operations but are employed by an entity engaged in furnishing such services to others for a fee (*e.g.*, management consultants). Such employees, if they meet the other requirements of the regulations, would qualify for exemption regardless of whether the management or general business operations to which their work is directly related are those of the employer's clients or customers, or those of their employer. This provision is meant to place administratively exempt work done for a client or customer on the same footing as such work done for the employer directly, regardless of whether the client is a sole proprietor or a Fortune 500 company, as long as the work directly relates to management or general business operations.

69 FR 22137 -22147

29 CFR 541.200 -.203

29 CFR 541.700

[WHD Opinion Letter FLSA2002-5](#)

[06/26/2018]

22c02 Discretion and independent judgment.

- (a) To qualify for the administrative exemption, an employee's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance. The exercise of discretion and independent judgment involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities have been considered. The term must be applied in light of all the facts of the employee's particular employment situation, and implies that the employee has authority to make an independent choice, free from immediate direction or supervision. Factors to consider include, but are not limited to whether the employee has authority to formulate, affect, interpret, or implement management policies or operating practices; whether the employee carries out major assignments in conducting the operations of the business; whether the employee performs work that affects business operations to a substantial degree (even if the work relates to operation of only a particular segment of the business); whether the employee has authority to commit the employer in matters that have significant financial impact; whether the employee has authority to waive or deviate from established policies and procedures without prior approval; whether the employee has authority to negotiate and bind the company on significant matters; whether the employee provides consultation or expert advice to management; whether the employee is involved in planning long- or short-term business objectives; whether the employee investigates and resolves matters of significance on behalf of management; and whether the employee represents the employer in handling complaints, arbitrating disputes or resolving grievances. Federal courts generally find that employees who meet at least two or three of these factors are exercising discretion and independent judgment, although a case-by-case analysis is required.

69 FR 22143 -22144

29 CFR 541.202(a) -(c)

- (b) The fact that an employee's decisions or recommendations are on occasion revised or reversed after higher review does not mean that the employee is not exercising discretion and independent judgment. For example, the credit policies formulated by the credit manager of a large corporation may be subject to review by higher company officials who may approve or disapprove these policies. A management consultant who has studied the operations of a business and proposed changes in organization may have the plan reviewed or revised by superiors before it is submitted to the client. These factors do not detract from the fact that the work of these employees includes the exercise of discretion and independent judgment with respect to matters of significance directly related to management or general business operations.

29 CFR 541.202(c)

- (c) The exercise of discretion and independent judgment must be more than the use of skill in applying well-established techniques, procedures, or specific standards described in manuals or other sources. Exempt employees may use manuals, guidelines, or other established

procedures if they contain or relate to highly technical, scientific, legal, financial, or other similarly complex matters that can be understood or interpreted only by those with advanced or specialized knowledge or skills. Employees who simply apply well-established techniques or procedures within closely prescribed limits, however, are not exempt. The exercise of discretion and independent judgment also does not include clerical or secretarial work; recording or tabulating data; or performing other mechanical, repetitive, recurrent, or routine work. An employee who simply tabulates data is not exempt even if labeled a statistician.

29 CFR 541.202(e)

29 CFR 541.704

- (d) The term “matters of significance” refers to the level of importance or consequence of the work performed to the management or general business operations of the employer or of the employer’s customers. An employee does not exercise discretion and independent judgment with respect to matters of significance merely because the employer will experience financial losses if the employee fails to perform the job properly. A messenger, for example, who is entrusted with carrying large sums of money does not exercise discretion and independent judgment with respect to matters of significance even though serious consequences may result from the employee’s neglect. Similarly, an employee who operates very expensive equipment does not exercise discretion and independent judgment with respect to matters of significance merely because improper performance of the employee’s duties may cause serious financial loss to the employer.

29 CFR 541.202(f)

69 FR 22143

[WHD Opinion Letter FLSA2006-27](#)

[06/26/2018]

22c03 Administrative functions in educational establishments.

The administrative exemption is also available for employees compensated on a salary or fee basis at a rate not less than \$455.00 per week (or \$380.00 per week if employed in American Samoa by employers other than the Federal Government) exclusive of board, lodging, or other facilities, or on a salary basis equal to at least the entrance salary for teachers in the educational establishment by which employed, and whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment (as defined in 29 CFR 541.204(b)). See [FOH 22d06\(e\)](#). Academic administrative functions include operations directly in the field of education, and do not include jobs relating to areas outside the educational field (such as building management, maintenance, or student health). Employees engaged in academic administrative functions include: the superintendent or other head of an elementary or secondary school system; and any assistants responsible for administration of such matters as curriculum, quality, and methods of instructing, measuring, and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program; the principal and any vice-principals responsible for the operation of an elementary or secondary school, department heads in institutions of higher education

responsible for the various subject matter departments, academic counselors, and other employees with similar responsibilities.

See [FOH 22d08](#) -12 regarding whether pre-schools, day care centers, Job Corps Training centers, beauty schools, and flight schools qualify as educational establishments for purposes of the 29 USC 213(a)(1) exemption.

29 CFR 541.204

[06/26/2018]

22c04 Clerical duties do not meet the administrative exemption test.

An employee whose duties are to perform the following types of functions does not meet the administrative exemption:

- (a) Data entry for accounts payable and accounts receivable (no signing authority)
- (b) Modifying account names/attributes in accounting software for improved job costing/profit accounting at year end
- (c) Word processing for job contacts, lien waivers, letters, labels
- (d) Sending notices to subcontractors regarding updating their workers' comp/liability insurance; maintain notebook of paper file for each subcontractor
- (e) Receptionist duties: answering phones, taking messages, signing for package deliveries
- (f) Ordering routine office supplies (paper, pens, notebooks, post-its, etc.)

Such duties are routine duties that involve clerical or secretarial work, recording or tabulating data, and performing other mechanical, repetitive, and routine work.

[WHD Opinion Letter FLSA2005-8](#)

22d PROFESSIONAL EXEMPTION: 29 CFR 541.300

22d00 Types of professional employees.

The professional exemption includes three types: learned, creative, and teaching. Each type is defined separately in 29 CFR 541 according to its own specific duties tests.

22d01 Criteria for exemption of learned professional employees.

- (a) To be exempt as a bona fide learned professional employee under 29 CFR 541.300 and 541.301, all of the following tests must be met:
 - (1) The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate of not less than \$455.00 per week (\$380.00 per week if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging, or other facilities.

- (2) The employee’s primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgment.
 - (3) The advanced knowledge must be in a field of science or learning.
 - (4) The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.
- (b) Salary basis and fee basis are defined at 29 CFR 541.602 and 29 CFR 541.605, respectively. See [FOH 22g02](#) and [FOH 22g07](#).

[06/26/2018]

22d02 Primary duty test for learned professional employees.

- (a) An exempt learned professional employee’s primary duty must be the performance of work requiring advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction (*see* 29 CFR 541.301(a)). For further explanation of the term “primary duty,” *see* the discussion under “executive” at [FOH 22b01](#).

29 CFR 541.301(a)
- (b) “Work requiring advanced knowledge” means work which is predominantly intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment. Learned professional work is therefore distinguished from work involving routine mental, manual, mechanical, or physical work. A learned professional employee generally uses the advanced knowledge to analyze, interpret, or make deductions from varying facts or circumstances. Advanced knowledge cannot be attained at the high school level.

29 CFR 541.301(b)
- (c) “Field(s) of science or learning” include law, medicine, theology, accounting, actuarial computation, engineering, architecture, teaching, various types of physical, chemical, and biological sciences, pharmacy, and other similar occupations that have a recognized professional status and can be distinguished from the mechanical arts or skilled trades where the knowledge could be of a fairly advanced type, but is not in a field of science or learning.

29 CFR 541.301(c)
- (d) The phrase “customarily acquired by a prolonged course of specialized intellectual instruction” restricts the learned professional exemption to professions where specialized academic training is a standard prerequisite for entrance into the profession. The best evidence of meeting this requirement is having the appropriate academic degree for the particular profession. However, the word “customarily” means the exemption is available to employees in such professions who have substantially the same knowledge level and perform substantially the same work as the degreed employees, but who attained the advanced knowledge through a combination of work experience and intellectual instruction. Thus, for example, the learned professional exemption is available to the occasional lawyer who has not gone to law school, or the occasional chemist who does not possess a degree in chemistry. However, the learned professional exemption is not available for occupations that require

only a 4-year degree in any field or a 2-year degree as a prerequisite for entrance into the field. The learned professional exemption is not available for occupations that customarily may be performed with knowledge acquired through an apprenticeship, or with training in the performance of routine mental, manual, mechanical or physical processes. The learned professional exemption also does not apply to occupations in which most employees acquire their skill by experience rather than by advanced specialized intellectual instruction.

29 CFR 541.301(d)

69 FR 22150

[WHD Opinion Letter FLSA2005-35](#)

Accredited curriculums and certification programs are relevant to determining exempt learned professional status only to the extent they provide evidence that a prolonged course of specialized intellectual instruction has become a standard prerequisite for entrance into the profession. Neither the identity of the certifying organization nor the mere fact that certification is required is determinative if certification does not involve a prolonged course of specialized intellectual instruction. For example, certified physicians assistants meet the duties requirements for the learned professional exemption because certification requires 4 years of specialized post-secondary school instruction; employees with cosmetology licenses are not exempt as learned professionals because the licenses do not require a prolonged course of specialized intellectual instruction. In addition, the fact that an employee possesses a license to practice a certain profession must be considered along with all the other criteria in determining the exempt status of the employee. The possession of a license permitting an employee to perform duties which would meet the tests of an exempt employee under 29 CFR 541 does not make that employee necessarily exempt. In order for an employee to meet the duties tests under 29 CFR 541, the employee must actually perform exempt duties.

69 FR 22157

- (e) The areas in which the professional exemption may be available are expanding. As knowledge is developed, academic training is broadened and specialized degrees are offered in new and diverse fields, thus creating new specialists in particular fields of science or learning. When an advanced specialized degree has become a standard requirement for entrance into a particular occupation, that occupation may have acquired the characteristics of a learned profession. Accrediting and certifying organizations similar to those listed in 29 CFR 541.301(e)(1), 29 CFR 541.301(e)(3) -(4), and 29 CFR 541.301(e)(8) -(9) also may be created in the future. Such organizations may develop similar specialized curriculums and certification programs which, if a standard requirement for a particular occupation, may indicate that the occupation has acquired the characteristics of a learned profession.

[06/26/2018]

22d03 Special exceptions for the practice of law or medicine.

- (a) Special provisions in 29 CFR 541.304 exempt, as bona fide learned professionals:
 - (1) Any employee who holds a valid license or certificate permitting the practice of law or medicine or any of their branches, and is actually engaged in the practice thereof.

- (2) Any employee who holds the requisite academic degree for the general practice of medicine, and is engaged in an internship or resident program pursuant to the practice of the profession.
- (b) This exemption applies to physicians and other practitioners licensed and practicing in the field of medical science and healing or any of the medical specialties practiced by physicians or practitioners. “Physicians” includes medical doctors including general practitioners and specialists, osteopathic physicians (doctors of osteopathy), podiatrists, dentists (doctors of dental medicine), and optometrists (doctors of optometry or bachelors of science in optometry).
- (c) Employees engaged in internship or resident programs, whether or not licensed to practice prior to commencement of the program, qualify as exempt learned professionals if they enter such internship or resident programs after earning the appropriate degree required for the general practice of their profession.
- (d) The minimum salary and salary or fee basis requirements do not apply to the employees described in this section. Note: in the case of occupations in the medical field, the exception from the salary or fee requirement does not apply to pharmacists, nurses, therapists, technologists, sanitarians, dieticians, social workers, psychologists, psychometrists, physician assistants, nurse practitioners, or other professions which service the medical profession.

29 CFR 541.304(d)

29 CFR 541.600(e)

[06/26/2018]

22d04 Criteria for exemption of creative professional employees.

- (a) To be exempt as a bona fide creative professional employee under 29 CFR 541.300 and 541.302, all of the following tests must be met:
 - (1) The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate of not less than \$455.00 per week (\$380.00 per week if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging, or other facilities.
 - (2) The employee’s primary duty must be the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.
- (b) “Salary basis” and “fee basis” are defined at 29 CFR 541.602 and 29 CFR 541.605, respectively. See [FOH 22g02](#) and [FOH 22g07](#).

[06/26/2018]

22d05 Primary duty test for creative professional employees.

- (a) An exempt creative professional employee’s primary duty must be the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or

creative endeavor, as opposed to routine mental, manual, mechanical, or physical work. This requirement distinguishes the creative professions from work that primarily depends on intelligence, diligence, and accuracy.

- (b) Exemption as a creative professional depends upon how much invention, imagination, originality or talent the employee exercises. Whether the exemption applies, therefore, is determined on a case-by-case basis. The requirements are generally met by actors, musicians, composers, conductors, and soloists; painters who are given at most the subject matter of their painting; cartoonists who are told only the title or underlying concept for a cartoon and must rely on their own creative ability to express the concept; essayists, novelists, short story writers and screenplay writers who choose their own subjects and submit completed works to their employers; and persons in the more responsible writing positions in advertising agencies. Someone employed as a copyist, as an animator of motion picture cartoons, or as a re-toucher of photographs would not meet the requirements since such work is not properly described as creative in character. Journalists may satisfy the duties requirements for the creative professional exemption if their primary duty is work requiring invention, imagination, originality, or talent, as opposed to work that depends primarily on intelligence, diligence, and accuracy. Journalists are not exempt creative professionals if they only collect, organize, and record information that is routine or already public, or if they do not contribute a unique interpretation or analysis to a news product. Reporters who merely re-write press releases or who write standard recounts of public information by gathering facts on routine community events are not exempt creative professionals. Reporters whose work products are subject to substantial control by their employer also do not qualify as exempt creative professionals. *See* [FOH 22i25](#).

29 CFR 541.302(c) -(d)

- (c) To qualify for exemption as a creative professional, the work performed must be “in a recognized field of artistic or creative endeavor.” This includes such fields as music, writing, acting and the graphic arts.

29 CFR 541.302

[06/26/2018]

22d06 **Criteria for exemption of teachers.**

- (a) To be exempt as a bona fide teacher under 29 CFR 541.303, all of the following tests must be met:
- (1) The employee’s primary duty must be teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge.
 - (2) The employee must be employed and engaged in the teaching activity as a teacher in an “educational establishment” (as defined in 29 CFR 541.204(b)) by which the employee is employed.

29 CFR 541.303

- (b) There is no minimum salary or salary basis requirement applied to teaching professionals. *See* 29 CFR 541.303(d). In addition, there is no minimum educational or academic degree requirement for bona fide teaching professionals in educational establishments.

29 CFR 541.303(d)

- (c) Exempt teachers include (but are not limited to): regular academic teachers, teachers of kindergarten or nursery school pupils, teachers of gifted or disabled children, teachers of skilled and semiskilled trades and occupations, teachers engaged in automobile driving instruction, aircraft flight instructors, home economics teachers, and vocal or instrumental music instructors. Faculty members engaged as teachers who also spend a considerable amount of their time in extracurricular activities such as coaching athletic teams or acting as moderators or advisors in such areas as drama, speech, debate, or journalism are engaged in teaching. Such extracurricular activities are a recognized part of the schools' responsibility in contributing to the educational development of the student.

29 CFR 541.303(b)

- (d) Possession of an elementary or secondary teacher's certificate identifies the individuals who are considered within the scope of the exemption for teaching professionals. Teachers who possess a teaching certificate qualify for the exemption regardless of the terminology (*e.g.*, permanent, conditional, standard, provisional, temporary, emergency, or unlimited) used by the state to refer to different kinds of certificates. However, private schools and public schools are not uniform in requiring a certificate for employment as an elementary or secondary school teacher, and a teacher's certificate is not generally necessary for employment in institutions of higher education or other educational establishments. Therefore, a teacher who is not certified may be considered for exemption, provided that such individual is employed as a teacher by the employing school or school system.

29 CFR 541.303(c)

- (e) The term "educational establishment" means an elementary or secondary school system, an institution of higher education or other educational institution. Sections 3(v) and 3(w) of the FLSA define elementary and secondary schools as those day or residential schools that provide elementary or secondary education, as determined under state law. Under the laws of most states, such education includes the curriculums in grades 1 through 12. Under many it includes also the introductory programs in kindergarten, and some states may also include nursery school programs in elementary education and junior college curriculums in secondary education. The term "other educational establishment" includes special schools for children with intellectual, developmental, or physical disabilities or for gifted children, regardless of any classification of such schools as elementary, secondary, or higher. Factors relevant in determining whether post-secondary career programs qualify as educational institutions include whether the school is licensed by a state agency responsible for the state's educational system or accredited by a nationally recognized accrediting organization for career schools. Also, for purposes of the exemption, no distinction is drawn between public and private schools, or between those operated for profit and those that are not for profit."

29 CFR 541.204(b)

- (f) For employees whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment, *see* [FOH 22c03](#).

22d07 **Nonexempt employee working part-time as a teacher.**

An employee who holds a full-time nonexempt position with an educational institution, who is also employed to teach a course at night, has the full-time nonexempt position as the primary duty. In such cases, all hours suffered or permitted to work, including out of class preparation time, must be counted when determining the total hours worked. Overtime due may be computed using regular rate principles, or by applying the provisions of 29 USC 207(g)(2) if the requirements for their use have been met.

[WHD Opinion Letter FLSA2005-29](#)

[06/26/2018]

22d08 **Preschool teachers.**

The revised final regulations effective 08/23/2004, made no changes in the WHD's interpretation of the law regarding the exempt status of bona fide teachers in qualifying educational establishments. The activity of imparting knowledge through teaching, tutoring, instructing, or lecturing implies a type of work which is predominantly intellectual and which includes the exercise of discretion and judgment in providing instruction to pupils. *See Fact Sheet 17D*. Although preschools and day care centers (particularly at the earliest ages of preparing children to enter school) may engage in some educational activities, employees whose primary duty is to provide custodial care for the basic physical needs of the children attending (as opposed to being engaged in the intellectual activities of teaching, tutoring, instructing, or lecturing in order to impart knowledge) do not ordinarily meet the primary duty test for exemption as teachers. Conversely, bona fide teachers in preschool and kindergarten settings may qualify for exemption under the same conditions as a teacher in an elementary or secondary school (*i.e.*, if they meet the primary duty test for a teacher and are employed and engaged in this activity as a teacher in a qualifying educational establishment). Daycare centers providing custodial care and protection of preschool age children before they are old enough to enter the kindergarten or nursery school programs established for the particular state's elementary school curriculum do not qualify as educational establishments for purposes of the teacher exemption.

29 USC 213(a)(1)

29 USC 203(v)

29 CFR 541.204(b)

29 CFR 541.303

[WHD Opinion Letter FLSA2008-13NA](#)

[06/26/2018]

22d09 **Substitute teachers.**

- (a) A substitute teacher may qualify for the professional exemption if the duties test is met.

Certain states do not require substitute teachers to have a college degree or teaching certificate.

Instead, a state, for example, may indicate that a person wishing to work as a substitute teacher need only meet certain other requirements, such as obtaining a substitute teaching permit, having completed a requisite number of college semester hours, or having obtained an associate's degree from a regionally or nationally accredited institution, or having obtained a high school diploma or general equivalency diploma (GED) certificate, and completing 24 hours of in-service training and 10 hours of classroom observation.

Substitute teachers qualify for the professional exemption if their primary duty is teaching and imparting knowledge in an educational establishment. On the other hand, substitute teachers whose primary duties are not related to teaching, for example, performing general clerical or administrative tasks for the school unrelated to teaching their assigned students, or manual labor, do not qualify for the professional exemption. The term "educational establishment" includes "an elementary or secondary school system, an institution of higher education or other educational institution."

A substitute teacher with a teaching certificate clearly qualifies for the professional exemption. However, private schools and public schools are not uniform in requiring a certificate for employment as an elementary or secondary school teacher, and a teacher's certificate is not generally necessary for employment in institutions of higher education or other educational establishments. Therefore, a teacher who is not certified may be considered for exemption, provided that such individual is employed as a teacher by the employing school or school system. Further, there is no minimum educational or academic degree requirement for bona fide teaching professionals in educational institutions. Employees working as substitute teachers are within the teaching professional exemption whether or not they possess an advanced academic degree so long as teaching is their primary duty.

[WHD Opinion Letter FLSA2006-41](#)

[WHD Opinion Letter FLSA2008-7](#)

[WHD Opinion Letter FLSA2005-39](#)

29 CFR 541.204(b)

29 CFR 541.303(c)

(b) Substitute kindergarten teachers

Substitute teachers in a public school system may qualify for the teacher exemption in 29 CFR 541.303 provided that their primary duty is teaching as defined therein. The fact that a substitute teacher may or may not possess a teaching certificate, and may or may not have completed a specified number of college course hours, does not affect the exempt status. The test is a two-part test:

- (1) The establishment in which the work is performed must be an educational establishment (*see* 29 CFR 541.303(a) and 29 CFR 541.204(b)).
- (2) The employee must have a primary duty of teaching (*see* 29 CFR 541.303(a)).

Kindergarten teachers are specifically named in 29 CFR 541.303(b) as being among the types of employees to whom the teacher exemption may apply.

[WHD Opinion Letter FLSA2005-39](#)

[06/26/2018]

22d10 Beauty school instructors, career school instructors.

To determine the exempt status of an instructor at a beauty school or other post-secondary career school, the first criteria that must be met is whether the instructor is employed in an educational establishment. Factors relevant in determining whether post-secondary career programs are educational institutions include whether the school is licensed by a state agency responsible for the state's educational system or accredited by a nationally recognized accrediting organization for career schools. If the educational establishment test is met, the duties of the instructor must be examined to determine if the primary duty is teaching, as defined in 29 CFR 541.303.

[WHD Opinion Letter FLSA2005-38](#)

[WHD Opinion Letter FLSA2006-41](#)

[WHD Opinion Letter FLSA2008-9](#)

[06/26/2018]

22d11 Teachers and academic administrative personnel in Job Corps centers.

A Job Corps center which provides basic educational instruction and vocational training, as well as training in personal care, to enable academically challenged enrollees to be self-supporting is considered another educational establishment or institution. *See* 29 CFR 541.204(b). Consequently, teachers or academic administrative personnel employed by such centers may qualify for the exemption for teachers and academic administrative personnel provided all the tests are met.

WHD Opinion Letter FLSA (September 27, 1968)

22d12 Flight instructors.

- (a) A flight instructor may qualify for exemption as a teacher under 29 CFR 541.303 if the instructor: 1) is certified in accordance with part 61 of the Federal Aviation Administration (FAA) regulation (14 CFR 61) and 2) is engaged and employed as an instructor by a flight school approved by the FAA under 14 CFR 141. A flight school which is approved under 14 CFR 141 would constitute an educational establishment for purposes of 29 CFR 541.204(b).
- (b) Although there is no salary requirement for exemption as a teacher, a flight instructor must meet the primary duty test of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge in order to be exempt. Exempt teaching activities would include, among other things, all student flight instruction including related ground training such as the maintenance of an airplane engine; instruction in FAA regulations, navigation, meteorology, radio procedure; maintenance of student progress and accomplishment records; scheduling of

students and aircraft used for instruction; as well as maintaining liaison with the FAA for current teaching techniques and requirements. Performing minor repairs on aircraft the instructor uses in training would also be considered an exempt activity.

WHD Opinion Letter FLSA (June 2, 2004)

22d13 Partial day docking of salaried attorneys, physicians, and teachers.

The salary basis provisions do not apply to attorneys, physicians and teachers. Thus reducing their pay for partial day absences does not result in the loss of exemption. A university professor is a teacher when the professor has a primary duty of “teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge” and “is employed and engaged in this activity in an educational establishment” by which the professor is employed.

[WHD Opinion Letter FLSA2005-34](#)

[06/26/2018]

22e COMPUTER EMPLOYEE EXEMPTION: 29 CFR 541.400

22e00 Statutory basis for exemption of computer-related occupations.

Pub. L. No. 101-583 (11/15/1990), directed the Department of Labor (DOL) to issue regulations permitting computer systems analysts, computer programmers, software engineers, and other similarly-skilled professional workers to qualify as exempt executive, administrative, or professional employees under 29 USC 213(a)(1); the law also exempted employees in the named occupations if they were paid on an hourly basis at a rate of at least six and a half times the minimum wage. These statutory provisions were incorporated into former 29 CFR 541.3(a)(4) and 29 CFR 541.303, as part of the professional employee exemption, in 1992. When Congress increased the minimum wage in 1996, Congress adopted most, but not all, of the DOL’s regulatory language constituting the computer employee primary duty test as a separate statutory exemption in a new 29 USC 213(a)(17). 29 USC 213(a)(17) exempts “any employee who is a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker, whose primary duty...” meets one of three specified sets of duties, or a combination of the specified duties requiring the same level of skills. The 1996 amendment also froze the hourly compensation test at \$27.63 (which equaled 6 ½ times the former \$4.25 minimum wage). The 1996 law included no delegation of rulemaking authority to the DOL to further interpret or define the scope of the exemption; however, it also did not repeal the original 1990 statute. The 2004 part 541 final rule aligned the duties test in the regulatory text with the 1996 law. Thus the same duties test now applies for determining the exempt status of computer-related occupations under either 29 USC 213(a)(1) or 29 USC 213(a)(17), but an exempt computer employee may be paid either on a salary basis at a rate not less than \$455.00 per week, or on an hourly basis at a rate not less than \$27.63 per hour.

69 FR 22158 -22160

[Field Assistance Bulletin No. 2006-3](#)

[06/26/2018]

22e01 **Criteria for exemption of computer employees.**

- (a) To be exempt as a bona fide computer employee under 29 CFR 541.400, all of the following tests must be met:
- (1) The employee must be compensated on a salary or fee basis at a rate of not less than \$455.00 per week (\$380.00 per week if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging or other facilities, *or* if paid on an hourly basis, at a rate not less than \$27.63 per hour.
 - (2) The employee must be employed as a computer system analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field performing the duties described below.
 - (3) The employee’s primary duty (defined in 29 CFR 541.700) must consist of:
 - a. the application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
 - b. the design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - c. the design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
 - d. a combination of the aforementioned duties, the performance of which requires the same level of skills.
- (b) “Salary basis” and “fee basis” are defined at 29 CFR 541.602 and 29 CFR 541.605, respectively. *See* [FOH 22g02](#) and [FOH 22g07](#).
- (c) The computer employee exemption does not include employees engaged in the manufacture or repair of computer hardware and related equipment. Also, employees whose work is highly dependent upon, or facilitated by, the use of computers and computer software programs (*e.g.*, engineers, drafters and others skilled in computer-aided design software), but who are not primarily engaged in computer systems analysis and programming or other similarly skilled computer-related occupations identified in the primary duty test above, are not exempt under the computer employee exemption.
- (d) 29 USC 213(a)(17) exempts computer positions that are similarly skilled to a systems analyst, programmer, or software engineer, but only if the primary duty of the position in question includes the specified “systems analysis techniques and procedures, ...design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, ...or modification of computer programs related to machine operating systems;” or a combination of the duties just described, “the performance of which requires the same level of skills.” If the prescribed duties tests are met, the exemption may be applied regardless of the job title given to the particular position, since an employee’s job duties, not job title, determine whether the exemption applies. In each instance, the exempt status of any

employee under the computer exemption must be determined by examining the actual job duties performed under the criteria in 29 USC 213(a)(17), regardless of the job title.

- (e) Certain employees in the computer field may also have executive or administrative duties that qualify them for exemption. For example, systems analysts and computer programmers whose primary duty involves work such as planning, scheduling, and coordinating activities required to develop systems to solve complex business, scientific, or engineering problems of the employer or the employer's customers may meet the duties requirements for the administrative exemption. Similarly, a senior or lead computer programmer whose primary duty is to manage the work of two or more other programmers in a customarily recognized department or subdivision of the employer, and whose recommendations as to the hiring, firing, advancement, promotion, or other change of status of the other programmers are given particular weight, may meet the duties requirements for the executive exemption.
- (f) The specific computer-related occupations in 29 USC 213(a)(17) are not included in the special exemption for highly compensated employees. *See* 29 CFR 541.601. Because Congress included a specific, detailed primary duty test as a statutory prerequisite for exemption of computer employees, the abbreviated duties test under the highly compensated exemption cannot be applied to employees in computer-related occupations.

29 CFR 541.400 -.402

69 FR 22158 -22160

69 FR 22176

[06/26/2018]

22f OUTSIDE SALES EXEMPTION: 29 CFR 541.500

22f00 Criteria for exemption of outside sales employees.

- (a) To be exempt as a bona fide outside sales employee under 29 CFR 541.500, all of the following tests must be met:
 - (1) The employee's primary duty must be making sales (as defined in 29 USC 203(k)), or obtaining orders or contracts for services or for the use of facilities for which a consideration will be paid by the client or customer.
 - (2) The employee must be customarily and regularly engaged away from the employer's place or places of business in performing his or her primary duty.
- (b) "Primary duty" is defined in 29 CFR 541.700 as the principal, main, major, or most important duty that the employee performs. Determination of an employee's primary duty must be based on all the facts in each case with the major emphasis on the character of the employee's job as a whole. In determining the primary duty of an outside sales employee, work performed incidental to and in conjunction with the employee's own outside sales or solicitations, including incidental deliveries and collections, is considered exempt outside sales work. Other work that furthers the employee's own sales efforts is also considered exempt work (e.g., writing sales reports, updating or revising the employee's sales or display catalogue, planning itineraries, and attending sales conferences). *See* 29 CFR 541.500(b).

For further explanation of the term “primary duty” see the discussion under executive at [FOH 22b01](#).

- (c) The salary requirements of 29 CFR 541 do not apply to the outside sales employee exemption.

29 CFR 541.500

22f01 Making sales or obtaining orders.

- (a) “Sales” include any sale, exchange, contract to sell, consignment for sale, shipment for sale, or other disposition. It includes the transfer of title to tangible property, and in certain cases, of tangible and valuable evidences of intangible property.

29 CFR 541.501(b)

- (b) “Obtaining orders or contracts for services or for the use of facilities” extends the outside sales exemption to more than just sales of commodities. Obtaining orders “for the use of facilities” includes the selling of time on radio or television, the solicitation of advertising for newspapers and other periodicals, and the solicitation of freight for railroads and other transportation agencies.

29 CFR 541.501(c)

- (c) The word “services” extends the outside sales exemption to employees who sell or take orders for a service, which may be performed for the customer by someone other than the person taking the order.

29 CFR 541.501(d)

- (d) An employee whose primary duty is to repair or service products (*e.g.* refrigerator repair) does not qualify as an exempt outside sales employee.

69 FR 22161

- (e) Soliciting business through a dealer or merchant to offer a product or service to a customer is not a sale within the meaning of 29 USC 203(k).

22f02 Customarily and regularly away from employer’s place of business.

- (a) An exempt outside sales employee must be customarily and regularly engaged away from the employer’s place or places of business. “Customarily and regularly” means greater than occasional but less than constant; it includes work normally and recurrently done every workweek, but does not include isolated or one-time tasks.

29 CFR 541.701

- (b) “Away from the employer’s place of business” means the outside sales employee makes sales at the customer’s place of business or, if selling door-to-door, at the customer’s home. Outside sales does not include sales made by mail, telephone, or the internet unless such contact is used merely as an adjunct to personal visits to the customer.

29 CFR 541.502

- (c) Any fixed site, whether home or office, used by a salesperson as a headquarters or for telephonic solicitation of sales is considered one of the employer's places of business, even though the employer is not in any formal sense the owner or tenant of the property. However, displaying samples in hotel sample rooms during trips from city to city are not considered as the employer's places of business. Similarly, displaying the employer's products at a trade show of short duration (*i.e.*, 1 or 2 weeks), if selling actually occurs (rather than just sales promotion), is not considered as the employer's place of business.

29 CFR 541.502

An employee who does not qualify for the outside sales exemption may, if employed by a qualifying retail or service establishment, be considered for exemption from overtime under 29 USC 207(i) if the employee's regular rate of pay is more than one and one-half times the minimum wage and more than half the employee's compensation for a representative period represents commissions on goods or services. *See* 29 CFR 779.410 -.420 and FOH 21h.

69 FR 22162

- (d) Inside sales work does not qualify for the outside sales exemption.

69 FR 22161 -22162

22f03 Promotion work.

- (a) Promotion work may or may not be exempt outside sales work, depending upon the circumstances under which it is performed. Promotional work that is actually performed incidental to and in conjunction with an employee's own outside sales or solicitations is exempt work. Promotional work that is *not* incidental to an employee's own outside sales, or that is incidental to sales made or to be made by someone else, is not exempt outside sales work.

29 CFR 541.503

- (b) The arrangement of merchandise on shelves or the replenishing of stock is not exempt outside sales work unless it is incidental to and in conjunction with the employee's own outside sales.

29 CFR 541.503(b)

22f04 Drivers who sell.

- (a) Drivers who deliver products and also sell such products may qualify as exempt outside sales employees only if the primary duty is making sales. In determining the primary duty of drivers who sell, work performed incidental to and in conjunction with the employee's own outside sales or solicitations is considered exempt outside sales work. This includes loading, driving, or delivering the products that the employee sells. A driver whose primary duty is to deliver products or goods, rather than selling products or goods, is not exempt.

[WHD Opinion Letter FLSA2006-33](#)

- (b) Several factors should be considered to determine if a driver has a primary duty of making sales, including (but not limited to):
- (1) Comparison of the driver's duties with those of other employees engaged as drivers and as salespersons
 - (2) Presence or absence of customary or contractual arrangements concerning amounts of products to be delivered
 - (3) Whether the driver possesses or has a selling or solicitor's license when required by law
 - (4) The employer's specifications as to the qualifications for the position when hiring
 - (5) Description of the employee's occupation in collective bargaining agreements
 - (6) Sales training and attendance at sales conferences
 - (7) Method of payment
 - (8) Proportion of earnings directly attributable to sales
- (c) *See* 29 CFR 541.504(c) and (d) for examples of drivers who would, and who would not, qualify as exempt outside sales employees.

29 CFR 541.504

22f05 Employees obtaining or soliciting mortgages for banks, finance companies, or other lenders.

An employee of a finance company that is engaged primarily in servicing mortgages and takes mortgages in its own name may be exempt as an outside sales employee if the employee is customarily and regularly engaged away from the employer's place(s) of business in obtaining mortgages from individuals or brokers. Such soliciting is exempt work under 29 CFR 541.500. Work incidental to the employee's obtaining the mortgage, such as obtaining credit information from the mortgagor before and after the sale, would qualify as exempt work if done with respect to the employee's own sales. Telephone solicitation, obtaining credit and other information with respect to sales made by others, and other work not incidental to the employee's own outside sales would not be exempt work.

Mortgage loan officers may qualify for the outside sales exemption even though they may perform some activities at their employer's place of business, so long as the inside sales activity is incidental to and in conjunction with qualifying outside sales activity. Activities such as making phone calls, sending e-mails, and meeting with clients in the office are considered exempt if performed incidental to or in conjunction with the mortgage loan officer's own outside sales activities. *See* 29 CFR 541.503.

[WHD Opinion Letter FLSA2006-11](#)

22f06 Real estate sales.

- (a) 29 CFR 541.500 requires that an outside sales employee's primary duty must be making sales within the meaning of 29 USC 203(k) or in obtaining certain orders or contracts for the use of facilities. Real estate sales employees will generally meet this test, since sales under 29 USC 203(k) includes contracts to sell.
- (b) An exempt outside sales employee also must be customarily and regularly engaged "away from the employer's place or places of business" in making such sales. Real estate sales employees typically are required, as a customary and regular part of their employment, to spend time as necessary at the site of property to be sold and in visiting prospects at the latter's homes and offices as a part of their sales effort. Most of them must leave whatever place of business of the employer they use as headquarters in order to perform these tasks.
- (c) A real estate sales employee stationed in a model home on a tract from which parcels of real property are being sold with or without improvements, leaving the model home for such purposes, customarily and regularly, would meet the requirement of the definition, so far as making sales away from the employer's place of business is concerned. This is true even though all of the property shown to prospects by the sales employee is within the tract on which the model home is located. Further, not every home called a model home would be a place of business of the employer. One which is in the nature of an open house to which a sales employee is assigned to meet prospects who may buy that house or another similar one on the tract may more properly be viewed as analogous to the hotel sample room of a traveling sales employee referred to in 29 CFR 541.502 than to an actual place of business of the employer. Moreover, time spent on return to the model home or other headquarters to conclude a sales transaction or to continue the sales effort with the prospect would be deemed part of the sales employee's outside sales activity.

[WHD Opinion Letter FLSA2007-1](#)

[WHD Opinion Letter FLSA2007-2](#)

- (d) Certain activities performed by real estate sales employees in the employer's place of business may be exempt work if the activities performed are in conjunction with and in furtherance of their outside sales work.

For example, the employees may perform duties at their employer's place of business including:

- (1) bringing a multiple listing book up to date,
- (2) calling prospects with whom the sales employee has been dealing during outside sales activities,
- (3) dictating or writing letters to such prospects,
- (4) talking to such prospects in the office about their particular transactions,
- (5) calling a list of prospective buyers or sellers of homes with whom the sales employee has had no prior contact,
- (6) preparing a contract and other forms required for a sale negotiated during the sales employee's outside sales activity, and

- (7) talking to a walk-in prospect with whom the employee has had no prior contact and showing photographs and discussing terms on specific houses, if such activity results in subsequent outside sales activity with the prospect.

(e) **Timeshare resort salespeople**

Employees whose primary duty is to promote and to sell timeshare interests in resorts owned or operated by their employers do not qualify for the outside sales exemption when they sell timeshares on site at the resorts because they are not engaged in sales away from their employer's place of business. Sales conducted at an office away from the resort that is a place of business of their employer would also not qualify as sales made away from the employer's place of business. These employees may meet the tests of the outside sales exemption if they customarily and regularly make sales at a location that is not the employer's place of business.

The question with timeshare salespeople is whether they are customarily and regularly engaged away from the employer's place of business in performing their primary duty of making sales. A resort is generally maintained on a permanent basis as a location of the employer and is staffed with the necessary personnel for maintaining the resort facilities. Although the employer sells timeshare interests in some of the properties on the resort, the employer also retains a continuing business interest in the remaining resort facilities, and in maintaining both the resort and the timeshare units that have been sold. Under these facts, the entire resort must be considered the employer's place of business.

Timeshare salespeople differ from real estate sales employees selling lots of land from a model home on a subdivision, who customarily and regularly leave the model home, because in the latter situation the employer does not maintain a continuing interest in the subdivision lots once they are sold or in the other facilities in the subdivision, and thus these areas are not part of the employer's place of business.

If timeshare resort salespeople never leave the employer's place of business, namely, the resort, they do not qualify for the outside sales exemption.

[WHD Opinion Letter FLSA2007-4](#)

[06/26/2018]

22f07 Outside solicitors of charitable donations.

Persons employed in a capacity to solicit contributions on behalf of various charitable organizations are not performing work within the scope of the outside sales exemption. Soliciting promises of future charitable donations or selling the concept of donating to a charity does not constitute sales for purposes of the outside sales exemption. Such solicitors do not obtain orders or contracts for services or for use of the charity's facilities for which a consideration will be paid. Furthermore, the exchange of a token gift for the promise of a charitable donation does not constitute a sale or selling for purposes of the outside sales exemption.

[WHD Opinion Letter FLSA2006-1](#)

22g SALARY AND SALARY BASIS REQUIREMENTS: 29 CFR 541.600

22g00 **Amount of salary required for standard exemption tests.**

- (a) To qualify as a bona fide exempt executive, administrative, or professional employee, the employee must be compensated on a salary basis at a rate of not less than \$455.00 per week (or \$380.00 per week, if employed in American Samoa by employers other than the Federal Government), exclusive of board, lodging or other facilities. Administrative, professional, and computer employees may also be paid on a fee basis, as defined in 29 CFR 541.605. The minimum weekly salary specified in each category of the 29 USC 213(a)(1) exemptions is one of several tests applied to determine if the exemptions are applicable; it is not a minimum wage requirement. No employer is required to pay an employee the salary specified in 29 CFR 541 unless the employer is claiming an exemption pursuant to 29 CFR 541 and 29 USC 213(a)(1).

29 CFR 541.600(a)

- (b) The \$455.00 required weekly minimum salary may be translated into equivalent amounts for periods longer than 1 week. The requirement will be met if the employee is compensated biweekly on a salary basis of \$910.00, semimonthly on a salary basis of \$985.83, or monthly on a salary basis of \$1,971.66. However, the shortest period of payment that will meet this compensation requirement is 1 week.

29 CFR 541.600(b)

- (c) For academic administrative employees, the compensation requirement also may be met by compensation on a salary basis at a rate at least equal to the entrance salary for teachers in the educational establishment by which the employee is employed, as stated in 29 CFR 541.204(a)(1).

29 CFR 541.600(c)

- (d) For computer-related occupations exempt under 29 USC 213(a)(17), the compensation requirement also may be met by payment on an hourly basis at not less than \$27.63 per hour, as stated in 29 CFR 541.400(b).

29 CFR 541.600(d)

- (e) For professional employees, the compensation requirements do not apply to employees engaged as teachers (*see* 29 CFR 541.303), employees who hold a valid license or certificate permitting the practice of law or medicine or any of their branches and are actually engaged in the practice thereof (*see* 29 CFR 541.304), or to employees who hold the requisite academic degree for the general practice of medicine and are engaged in an internship or resident program pursuant to the practice of the profession. *See* 29 CFR 541.304. The exception from the salary or fee requirement for medical occupations does not extend to pharmacists, nurses, therapists, technologists, sanitarians, dieticians, social workers, psychologists, psychometrists, physicians assistants, nurse practitioners, or other professions which service the medical profession.

29 CFR 541.600(e)

[06/26/2018]

22g01 **Highly compensated employees test.**

- (a) Under 29 CFR 541.601, an employee who receives total annual compensation of at least \$100,000.00 is considered exempt if the employee customarily and regularly performs any one or more of the exempt duties or responsibilities of an executive, administrative or professional employee identified in 29 CFR 541 subparts B, C, or D. “Customarily and regularly” means greater than occasional but may be less than constant, and includes work normally and recurrently performed every workweek but does not include isolated or one-time tasks.

29 CFR 541.601

29 CFR 541.707

(b)

- (1) Total annual compensation must include at least \$455.00 per week paid on a salary or fee basis. *See* 29 CFR 541.602 and 29 CFR 541.605. Thus, highly compensated employees must receive at least the same base salary throughout the year as required for exempt employees under the standard exemption tests, while allowing highly compensated employees to receive additional income in the form of commissions and nondiscretionary bonuses. Total annual compensation may include commissions, nondiscretionary bonuses and other nondiscretionary compensation earned during a 52-week period. Total annual compensation does not include board, lodging, and other facilities as defined in 29 CFR 541.606, and does not include payments for medical insurance, payments for life insurance, contributions to retirement plans, and the cost of other fringe benefits.

29 CFR 541.601(b)(1)

- (2) Whether bonuses or other forms of compensation are discretionary or nondiscretionary is determined by applying the principles in the FLSA and regulations defining discretionary bonuses in 29 USC 207(e)(3)(a) and 29 CFR 778.211. Under these principles, discretionary bonuses are excluded from an employee’s regular rate of pay; nondiscretionary bonuses must be included in the regular rate. Similarly, under the highly compensated employee test, all nondiscretionary bonuses and any other form of nondiscretionary compensation earned during the year are counted, together with the employee’s salary, towards the \$100,000.00 threshold. If the employer retains the discretion as to *both* the fact that a payment will be made *and* the amount of the payment until at or near the point in time that the payment is to be made, the payment is discretionary; otherwise, it is nondiscretionary. If an employer promises in advance to pay a bonus, it is nondiscretionary. If, under the terms of an employment agreement, an employee has a contract right, express or implied, to receive a particular type of payment, it is nondiscretionary.

The following types of payments are considered nondiscretionary:

- a. Payments made pursuant to any prior contract, agreement, or promise causing the employee to expect such payments regularly (*e.g.*, commissions or bonuses paid monthly or quarterly based on the amount of sales or profits)

- b. Bonuses that are promised to employees upon hiring
- c. Bonuses that result from collective bargaining
- d. Bonuses that are announced ahead of time to induce employees to complete assignments more quickly, more efficiently, or more cost-effectively; (such as attendance bonuses, individual or group production bonuses, or bonuses for quality and accuracy of work)
- e. Bonuses that are made contingent upon the employee remaining employed with the employer until the time the payment is to be made

All forms of nondiscretionary compensation are included when determining if a highly compensated employee has received not less than \$100,000.00 in total annual compensation.

- (3) If an employee's total annual compensation does not total at least \$100,000.00 by the final pay period of the 52-week period, the employer may, during the last pay period or within one month after the end of the 52-week period, make one final payment sufficient to achieve the \$100,000.00 compensation level. Any such final payment made after the end of the 52-week period may count only toward the prior year's total annual compensation and not toward the total annual compensation in the year it was paid. If the employer fails to make such a payment, the employee does not qualify as a highly compensated employee, but may be tested for exemption under the standard exemption tests in 29 CFR 541 subparts B, C, or D.

29 CFR 541.601(b)(2)

- (4) An employee who does not work a full year for the employer, either because the employee is newly hired after the beginning of the year or ends the employment before the end of the year, may qualify for exemption as a highly compensated employee if the employee receives a pro rata portion of the minimum \$100,000.00 annual amount, based upon the number of weeks that the employee will be or has been employed. An employer may make one final payment as under FOH 22g01(b)(3) within 1 month after the end of the employee's employment.

29 CFR 541.601(b)(3)

- (5) The employer may utilize any 52-week period as the compensation year, such as a calendar year, a fiscal year, or an anniversary of hire year. If the employer does not identify some other year period in advance, the calendar year will be applied.

29 CFR 541.601(b)(4)

- (c) A high level of compensation is a strong indicator of a white collar employee's exempt status, thus eliminating the need for a detailed analysis of the employee's particular job duties. A highly compensated employee will qualify for exemption if the employee customarily and regularly performs any one or more of the exempt duties or responsibilities of an executive, administrative, or professional employee identified in 29 CFR 541 subparts B, C, or D. For example, an employee may qualify as a highly compensated executive employee if the employee customarily and regularly directs the work of two or more other employees, even

though the employee does not meet all of the other requirements for the executive exemption under 29 CFR 541.100.

29 CFR 541.601(c)

69 FR 22173 -22174

- (d) The highly compensated employee exemption applies only to employees whose primary duty includes performing office or non-manual work. Thus, for example, non-management production-line workers and non-management employees in maintenance, construction and similar occupations such as carpenters, electricians, mechanics, plumbers, iron workers, craftsmen, operating engineers, longshoremen, construction workers, laborers, and other employees who perform work involving repetitive operations with their hands, physical skill and energy cannot qualify for exemption under this test no matter how highly paid they might be.

29 CFR 541.601(d)

[06/26/2018]

22g02 **Salary basis rule.**

- (a) To qualify for exemption under 29 USC 213(a)(1), employees generally must be paid not less than \$455.00 per week “on a salary basis.” However, these salary requirements do not apply to outside sales employees (*see* 29 CFR 541.500(c)), teachers (*see* 29 CFR 541.303(d)), or employees practicing law or medicine (*see* 29 CFR 541.304). Exempt computer employees may be paid either on a salary or fee basis at not less than \$455.00 week or on an hourly basis at not less than \$27.63 per hour (*see* 29 CFR 541.400(b)).
- (b) Being paid “on a salary basis” means that the employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis and the predetermined amount cannot be subject to reduction because of variations in either the quality or the quantity of work performed by the employee. Except for seven exceptions specifically cited in the regulations (*see* 29 CFR 541.602(b)(1) -(7)), an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. If the employer makes deductions from the employee’s predetermined salary because of the operating requirements of the business or absences caused by the employer, the employee is not paid “on a salary basis.” If an exempt employee is ready, willing and able to work, deductions may not be made for time when work is not available. However, exempt employees need not be paid for any workweek in which they perform no work.

29 CFR 541.602(a)

[WHD Opinion Letter FLSA2005-1](#)

- (c) The regulations contain seven exceptions to the salary basis “no pay-docking” rule (*see* 29 CFR 541.602(b)(1) -(7)). Employers may make deductions from the salaries of exempt employees in the following circumstances:

- (1) When the employee is absent from work for one or more full days for personal reasons, other than sickness or disability. If an exempt employee is absent for 1 ½ days for personal reasons, the employer may deduct only for the one full-day absence.

29 CFR 541.602(b)(1)

- (2) When the employee is absent from work for one or more full days due to sickness or disability (including work-related accidents) if the deduction is made according to a bona fide plan, policy, or practice of providing compensation for loss of salary for these types of absences, including under a state disability insurance law or state workers' compensation law (the employer is not required to pay any portion of the employee's salary for full-day absences for which the employee receives compensation under the plan, policy, or practice, or for full-day absences before the employee has qualified under the plan, policy, or practice and after the employee has exhausted the leave allowance thereunder).

29 CFR 541.602(b)(2)

- (3) While an employer cannot make deductions from an exempt employee's salary for absences caused by jury duty, attendance as a witness or temporary military leave, the employer may offset any amounts received by an employee as jury fees, witness fees, or military pay for a particular week against the salary due for that particular week.

29 CFR 541.602(b)(3)

- (4) For penalties imposed in good faith for infractions of safety rules of major significance including those related to preventing serious danger in the workplace or to employees, such as no smoking rules in explosive plants, oil refineries, and coal mines.

29 CFR 541.602(b)(4)

- (5) For unpaid disciplinary suspensions of 1 or more full days imposed in good faith pursuant to a written policy applicable to all employees for infractions of workplace misconduct rules (*e.g.*, written policies prohibiting sexual harassment, violence in the workplace, drug or alcohol violations, or violations of state or federal laws (*i.e.*, serious workplace misconduct issues, not performance or attendance issues)).

29 CFR 541.602(b)(5)

- (6) An employer may pay a proportionate part of an exempt employee's salary for the time actually worked in the initial and final weeks of employment (but employees are not paid on a salary basis if they are employed occasionally for a few days at a time and the employer pays them a proportionate part of the weekly salary when so employed).

29 CFR 541.602(b)(6)

- (7) When an employee takes unpaid leave under the Family and Medical Leave Act (FMLA), the employer may pay a proportionate part of the full salary for time actually worked.

29 CFR 541.602(b)(7)

29 CFR 825.206

(d) Full-day vs. partial-day deductions

Certain deductions permitted under the regulations may be taken only for “one or more full days” of absence. This language means a deduction may be taken from the salary only in full-day increments. Deductions for partial-day absences violate the salary basis rule generally, except those occurring in the first or final weeks of employment (*see* 29 CFR 541.602(b)(6)) or for unpaid leave taken under the FMLA (*see* 29 CFR 541.602(b)(7)). Thus, for example, if an employee is absent for one and a half days to handle personal affairs, the employer may only deduct for the one full-day absence. The employee must receive a full day’s pay for the partial day worked to satisfy the salary basis rule. A deduction from pay as a penalty for violations of major safety rules under 29 CFR 541.602(b)(4) may be made in any amount.

29 CFR 541.602(b) -(c)

(e)

(1) *Common practices that do not violate the salary basis rule*

Certain common payroll and recordkeeping practices do *not* bring into question whether someone is paid on a salary basis including (*e.g.*, taking deductions from an exempt employee’s accrued leave accounts (regardless of whether to cover partial-day or full-day absences)); requiring exempt employees to keep track of and/or record their hours worked; requiring exempt employees to work a specified schedule of hours; and implementing bona fide, across-the-board changes in schedules.

69 FR 22178 -22179

(2) *Leave banks*

Where an employer has adopted a vacation leave and sick leave policy or plan, or a plan providing employees leave to attend children’s school activities, or to transport family members to routine medical appointments, it is permissible for the employer to substitute or reduce the accrued leave in the plan for the time that an exempt salaried employee is absent from work even if it is less than a full day without affecting the salary basis of payment, if by substituting or reducing such leave bank the employee continues to receive payment of an amount equal to the employee’s guaranteed salary. However, if an exempt employee is absent for less than a full day, the employee must still receive payment of the full guaranteed salary even if the employee has no accrued benefits in the leave bank or if the employee’s account has a negative balance. According to 29 CFR 541.602(b)(1), the employer may deduct from the salary of an exempt employee for being absent a full day for personal reasons. The employee’s exempt status, however, would not be affected if the

employer chooses to pay a portion of the daily equivalent salary when the employee has insufficient leave available to cover the full-day absence (*e.g.*, an employer applies the last remaining four hours of leave in an employee's leave bank which only partially covers the full-day, eight-hour absence).

[WHD Opinion Letter FLSA2005-7](#)

[WHD Opinion Letter FLSA2007-6](#)

[06/26/2018]

22g03 **Effect of improper deductions from salary.**

- (a) An employer will lose the exemption if the facts demonstrate that the employer did not intend to pay employees on a salary basis. An actual practice of making improper deductions demonstrates that the employer did not intend to pay employees on a salary basis. The factors to consider when determining whether an employer has an actual practice of making improper deductions include, but are not limited to, the number of improper deductions, particularly as compared to the number of employee infractions warranting discipline; the time period during which the employer made improper deductions; the number and geographic location of employees whose salary was improperly reduced; the number and geographic location of managers responsible for taking the improper deductions; and whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

29 CFR 541.603(a)

- (b) If the facts demonstrate that the employer has an actual practice of making improper deductions, the exemption is lost during the time period in which the improper deductions were made for employees in the same job classification working for the same managers responsible for the actual improper deductions. Employees in different job classifications or who work for different managers do not lose their exempt status. For example, if a manager at a company facility routinely docks the pay of engineers at that facility for partial-day personal absences, then all engineers at that facility whose pay could have been improperly docked by that manager would lose the exemption; engineers at other facilities or working for other managers, however, would remain exempt.

29 CFR 541.603(b)

- (c) Isolated or inadvertent improper deductions will not result in loss of the exemption for any employees if the employer reimburses the employees for the improper deductions. Whether deductions are isolated is determined according to an analysis of the factors in 29 CFR 541.603(a). Inadvertent deductions are those taken unintentionally, for example, as a result of a clerical or time-keeping error.

29 CFR 541.603(c)

69 FR 2218

- (d) **Safe harbor**

- (1) 29 CFR 541.603(d) provides a safe harbor for employers that have a clearly communicated policy prohibiting improper deductions. If an employer has such a clearly communicated policy that prohibits the improper pay deductions specified in 29 CFR 541.602(a), includes a mechanism for employees to file complaints, reimburses employees for any improper deductions and makes a good faith commitment to comply with the salary basis rule in the future, the employer will not lose the exemption for any employees unless the employer willfully violates the policy by continuing to make improper deductions after receiving employee complaints. Failure to reimburse employees for any improper deductions or continuing to make improper deductions after receiving employee complaints will cause the exemption to be lost during the time period in which the improper deductions were made for employees in the same job classification working for the same managers responsible for the actual improper deductions.
- (2) Although a written policy is the best evidence of the employer's good faith efforts to comply with the salary basis rule under 29 CFR 541, a written policy is not essential. However, the policy must have been clearly communicated to employees prior to the actual impermissible deduction. The "clearly communicated" standard can be met, for example, by providing a copy of the policy to employees when they are hired, publishing it in an employee handbook, or distributing it to employees over the employer's intranet.
- (3) The safe harbor provision is available regardless of the reason for the improper deduction, whether made for lack of work or for reasons other than lack of work. For example, where an employer has a clearly communicated policy prohibiting improper deductions but a manager engages in an actual practice (neither isolated nor inadvertent) of making improper deductions, regardless of the reasons for the deductions, the exemption would not be lost for any employees if, after receiving and investigating an employee complaint, the employer reimburses the employees for the improper deductions and makes a good faith commitment to comply in the future. There are several ways in which an employer could show its good faith commitment to comply in the future including (but not limited to) adopting or re-publishing to employees its policy prohibiting improper pay deductions; posting a notice including such a commitment on an employee bulletin board or the employer's intranet; providing training to managers and supervisors on the employer's policy and commitment; reprimanding or training the manager who took the improper deduction(s); or establishing a telephone number for employees to file complaints concerning improper deductions.

69 FR 22181 -22182

- (4) An employer should be allowed a reasonable amount of time to look into and correct a matter after receiving an employee complaint of improper deductions. While the amount of time it will take an employer to complete an investigation will depend upon the particular circumstances, an employer should begin such an investigation promptly. However, the mere fact that the employer receives other employee complaints before timely completion of the investigation should not, by itself, defeat the safe harbor.

69 FR 22183

22g04 **Employer employs both exempt and nonexempt employees in the same capacity.**

Having some employees within the same job classification, who perform the same duties, but are paid on a different (hourly) basis, does not affect the status of any other exempt employees who are paid on a salary basis. An employer may, therefore, employ both hourly and salaried registered nurses, for example, and the salaried registered nurses will not lose their exempt status, assuming they otherwise qualify for the exemption.

[WHD Opinion Letter FLSA2005-20](#)

[06/26/2018]

22g05 **Minimum guarantee plus extras.**

- (a) An exempt employee may receive additional compensation beyond the minimum required amount that is paid as a guaranteed salary without violating the salary basis requirement. 29 CFR 541.604(a). Thus, for example, an exempt employee guaranteed at least \$455.00 each week paid on a salary basis may also receive additional compensation of a one percent commission on sales. An exempt employee also may receive a percentage of the sales or profits if the employment arrangement also includes a guarantee of at least \$455.00 each week paid on a salary basis. Similarly, the exemption is not lost if an exempt employee who is guaranteed at least \$455.00 each week paid on a salary basis also receives additional compensation based on hours worked for work beyond the normal workweek. Such additional compensation may be paid on any basis (*e.g.*, flat sum, bonus payment, straight-time hourly amount, time and one-half, or any other basis), and may include paid time off.

[WHD Opinion Letter FLSA2005-20](#)

[WHD Opinion Letter FLSA2006-43](#)

- (b) The prohibition against improper deductions from the guaranteed salary under 29 CFR 541.602(b) does not extend to any such additional compensation provided to exempt employees. Therefore, deductions for cash shortages, for example, may be made from a salaried exempt employee's commission payments without affecting the employee's exempt status under section 29 USC 213(a)(1), so long as the commission payments are bona fide and are not paid to facilitate otherwise prohibited deductions from the guaranteed salary.

[WHD Opinion Letter FLSA2006-24](#)

[06/26/2018]

22g06 **Computation of salary on an hourly, daily, or shift basis.**

An exempt employee's earnings may be computed on an hourly, daily, or shift basis, without losing the exemption or violating the salary basis requirement, if the employment arrangement also includes a guarantee of at least the minimum weekly required amount paid on a salary basis regardless of the number of hours, days, or shifts worked; and a reasonable relationship exists between the guaranteed amount and the amount actually earned. The reasonable relationship test will be met if the weekly guarantee is roughly equivalent to the employee's usual earnings at the assigned hourly, daily, or shift rate for the employee's normal scheduled workweek, as the case may be. Thus, for example, an exempt employee

guaranteed compensation of at least \$500.00 for any week in which the employee performs any work, and who normally works four or five shifts each week, may be paid \$150.00 per shift without violating the salary basis requirement (such an employee must receive the full \$500.00 guarantee in any week in which he or she works three or fewer shifts). The reasonable relationship requirement applies only to situations where the employee's pay is computed on an hourly, daily or shift basis. It does not apply, for example, to an exempt store manager paid a guaranteed salary of \$650.00 per week who also receives a commission of one-half percent of all sales in the store or five percent of the store's profits, which in some weeks may total as much as, or even more than, the guaranteed salary. The actual facts under the employment arrangement must be scrutinized in each instance to determine the predetermined amount that was actually guaranteed to be paid on a salary basis.

29 CFR 541.604(b)

22g07 **Computation of salary including bonuses and commissions.**

To qualify as a guaranteed salary, payment of a fixed, predetermined amount free and clear (at a rate not less than \$455.00 per week) is required for each workweek in which an exempt employee performs any work. Bonuses and commissions do not generally qualify as fixed, predetermined amounts that are paid free and clear because they are normally subject to variations based on the quality or quantity of the work performed.

29 CFR 541.602

22g08 **Fee basis.**

- (a) Administrative, professional, and computer employees may be paid on a fee basis, rather than on a salary basis. An employee is considered paid on a fee basis under 29 CFR 541.605 if the employee is paid an agreed sum for completing a single job, regardless of the time required to complete the work. These payments resemble piecework payments with the important distinction that generally a "fee" is paid for the kind of jobs that are unique rather than for a series of jobs repeated an indefinite number of times, and for which payment on an identical basis is made over and over again. Payments based on the number of hours or days worked and not on the accomplishment of a single task are not payments on a fee basis.

29 CFR 541.605(a)

- (b) To test whether a fee payment meets the minimum level required for exemption, consider the time worked to complete the job and determine if the payment is at a rate that would yield at least \$455.00 per week if the employee worked 40 hours. For example, an artist paid \$250.00 for a picture that took 20 hours to complete meets the minimum \$455.00 requirement for exemption since earnings at this rate would yield the artist \$500.00 if 40 hours were worked.

29 CFR 541.605(b)

- (c) **Piece rate and percentages of hourly rates charged do not constitute a fee basis**

A fee basis is an agreed sum for a single job without regard to the time required for its completion. Payments based on an amount per transaction or per line are more properly viewed as piece rate payments. A payment based upon a percentage of hourly amounts billed or charged to a client is, likewise, not a payment on a fee basis.

[06/26/2018]

22g09 Board, lodging, or other facilities.

- (a) To qualify for exemption under 29 CFR 541, an employee must earn the minimum required salary amount “exclusive of board, lodging, or other facilities.” This phrase means payment of the required salary amount must be free and clear or independent of any claimed credit for non-cash items of value that an employer may provide to an employee. Thus, the costs incurred by an employer to provide an employee with board, lodging, or other facilities may not count towards the minimum salary amount required for exemption. Such separate transactions are not prohibited between employers and their exempt employees, but the costs to employers associated with such transactions may not be considered when determining if an employee has received the full required minimum salary payment. *See* 29 CFR 541.606.

WHD Opinion Letter FLSA (March 7, 1969)

- (b) 29 CFR 531 defines what constitutes “board, lodging, or other facilities.” As described in 29 CFR 531.32, the term “other facilities” refers to items similar to board and lodging, such as meals furnished at company restaurants or cafeterias or by hospitals, hotels, or restaurants to their employees; meals, dormitory rooms, and tuition furnished by a college to its student employees; merchandise furnished at company stores or commissaries, including articles of food, clothing, and household effects; housing furnished for dwelling purposes; and transportation furnished to employees for ordinary commuting between their homes and work.

22g10 Annual salary earned in a shorter period.

The exemption is not lost in the situation where an annual salary covering a duty period of less than a year, when prorated over the full 12 months, computes to an amount less than the required minimum, provided that the amount of salary when prorated over the actual duty period meets the required minimum amount (*e.g.*, employment provided by schools for 10 months of the year, under which the annual salary is paid in 12 equal monthly installments throughout the year).

22g11 Salary reduction as a result of reduced workweek.

A prospective reduction in the predetermined salary amount to not less than the applicable minimum salary due to a reduction in the employee’s normal scheduled workweek is permissible and will not defeat the exemption, provided that the reduction in salary is a bona fide reduction that is not designed to circumvent the salary basis requirement (*e.g.*, a 20 percent reduction in an exempt employee’s salary while assigned to work a normally scheduled 4-day reduced workweek due to the financial exigencies of the employer and/or to avoid layoffs would not violate the regulations as long as the reduced predetermined salary amount is at a rate that is not less than the applicable minimum salary of \$455.00 per week). *See* FOH 22g20. For employees of public agencies, *see* 29 CFR 541.710 and FOH 22h05(b).

WHD Opinion Letter FLSA (April 30, 1975)

22g12 Extra compensation above required salary.

An employer may pay extra compensation to a bona fide exempt employee for working extended or overtime hours of work on any basis (*e.g.*, flat sum, bonus payment, hourly rate, straight-time, time and one-half, or any other basis, including paid time off at a later date) without invalidating the salary basis requirement.

29 CFR 541.604(a)

22g13 Deductions from salary or from leave/paid time off banks.

- (a) Employers are free to require use of leave, thus reducing time available in a leave bank, at any time. Since leave time is not required by the FLSA, there is no prohibition against an employer giving vacation time and later requiring that such vacation time be taken on a specific day.

[WHD Opinion Letter FLSA2005-41](#)

- (b) 29 CFR 541.602(b)(1) states that “deductions from pay may be made when an exempt employee is absent from work for one or more full days for personal reasons.” Salary deductions, therefore, may be made when exempt employees voluntarily take time off for personal reasons, other than sickness or disability, for one or more full days. For instance, an exempt employee paid \$500.00 per week on a salary basis may take voluntary time off for personal reasons for four days in a workweek and receive one fifth of the salary. The employee’s decision to take voluntary time off, however, must be completely voluntary and not “occasioned by the employer or by the operating requirements of the business.”

29 CFR 541.602(a)

[WHD Opinion Letter FLSA2009-14](#)

- (c) An employer may require use of leave for periods of inclement weather, either in whole or partial day increments. If the firm is open for operations, the employer may make deductions from salary for one or more whole days of absence if the employee chooses to not report to work. A deduction for an employee’s choice to not report to work during a period of adverse weather is a deduction for personal reasons, other than sickness or disability. If the firm is not open for operations, the employer must pay the full amount of the salary due for any week in which the employee performs any work. Neither an employee’s status as a probationary employee, nor the fact that an employee may have a zero or negative accrued leave balance, provides an excuse for the employer to pay less than the full amount of salary required to maintain the employee’s salary basis status if the firm is not open for operations.

[WHD Opinion Letter FLSA2005-41](#)

[WHD Opinion Letter FLSA2005-46](#)

- (d) An employer may require exempt employees to use accrued vacation time during a plant shutdown of less than a workweek without violating the salary basis test. Likewise, an

employer may require employees to use paid time off to accommodate staffing levels needed during a period of reduced workload.

Since employers are not required under the FLSA to provide any vacation time to employees, there is no prohibition against an employer giving vacation time and later requiring that such vacation time be taken on a specific day(s). Therefore, an employer may direct exempt staff to take vacation or debit their leave bank account, whether for a full or partial day's absence, provided the employees receive in payment an amount equal to their guaranteed salary.

[WHD Opinion Letter FLSA2009-2](#)

- (e) Mandatory unpaid time off, when required for increments of less than a full work week, in order to accommodate day-to-day or week-to-week fluctuations of business will violate the requirement to pay on a salary basis. This differs from a situation where a salary is reduced prospectively to reflect a bona fide reduction in *normal* scheduled hours. See [FOH 22g10](#).

[WHD Opinion Letter FLSA2004-5](#)

[WHD Opinion Letter FLSA2009-18](#)

[06/26/2018]

22g14 Deductions from salary when paid time off bank is exhausted.

Deductions may be made from an exempt employee's paid time off (PTO) bank for both full and partial day absences, without affecting the employee's exempt status. In such instances, the full salary is paid to the employee. If the PTO bank may be used for absences related to sickness or disability, when an employee's PTO bank is exhausted, an employer may make deductions for one or more full days of absence without affecting the payment on a salary basis. Such deductions are made in "accordance with a bona fide plan, policy, or practice of providing compensation for loss of salary occasioned by such sickness or disability."

[WHD Opinion Letter FLSA2005-7](#)

22g15 Deduction of extra compensation for reduction in extended workweek schedule.

An extended workweek schedule is a definite schedule of hours longer than the regular workweek for a temporary period (*e.g.*, a month or more). For example, an employee who is normally scheduled to work an 8-hour day, 5-day workweek may be scheduled to work 5 days of 9 hours or 6 8-hour days. (A change in the workweek that is intended to be (or in fact is) permanent is not an extended workweek schedule as discussed herein.)

Because the payment of extra compensation to a bona fide exempt employee for working an extended schedule is an addition to, rather than a part of, the employee's predetermined salary, deductions of all or part of the extra compensation when the employee fails to work the full extended workweek schedule will not be regarded as a deduction from the employee's predetermined salary. This assumes that the extra compensation is bona fide and is not paid to facilitate otherwise prohibited deductions from the guaranteed salary.

22g16 Deductions for disability insurance benefit payments.

- (a) When an insurance plan is bona fide, compliance with its terms is compliance with the salary basis of payment required under 29 CFR 541 even though a waiting period in excess of 1 or more days is required before the employee becomes eligible for inclusion in the insurance plan, or there is a waiting period for each illness before benefits are paid. *See* 29 CFR 541.602(b)(2).
- (b) The fact that the employee receives no pay for some period during an illness, or that the employee's disability leave pay is less than the employee's predetermined salary, will not defeat the salary basis requirement, so long as the plan is a bona fide insurance plan.

22g17 Reduced salary during periods of partial disability.

A disability pay plan which provides for a fixed reduced salary during the period of an employee's partial disability or rehabilitation will not cause loss of the salary basis status, so long as the salary paid at least meets the minimum required by 29 CFR 541.

An employer may choose to convert an employee to a nonexempt status during a period when the employee is unable to perform his regular exempt duties, without affecting the exempt status of other similarly situated employees.

A partial disability or rehabilitation payment plan that provides for compensation that fluctuates based on the number of hours worked by the employee will not qualify as a salary.

[WHD Opinion Letter FLSA2004-5](#)

[06/26/2018]

22g18 Deductions for cash register shortages, damages and loss of equipment.

Deductions from an otherwise exempt employee's salary may not be made for cash register shortages, damages or loss of company equipment. Deductions may be made only for the reasons stated in 29 CFR 541.602(b).

[WHD Opinion Letter FLSA2006-7](#)

22g19 Deductions for infraction of security regulations.

Deductions or penalties imposed on employees for infraction of security regulations required by a government agency will not defeat the exemption.

22g20 Deductions due to suspensions for infractions of workplace conduct rules.

"Workplace conduct rules" refers to conduct, and not to performance and attendance issues. Moreover, it refers to serious workplace misconduct, like sexual harassment, violence, drug or alcohol violations, or violations of state or federal laws. However, the fact that the misconduct occurred off the employer's premises does not preclude an employer from imposing such a disciplinary suspension, as long as the employer has bona fide workplace conduct rules that cover such off-site conduct. This disciplinary exception, however, does not allow deductions for fines, settlements, or judgments which could arguably be blamed on an exempt employee.

22g21 Deductions from the salary for working less than the full required hours per week.

The salary basis test is not met if an employer makes deductions from an employee's predetermined salary when an employee fails to work the full standard hours per week as a result of a suspension (for reasons other than violating workplace conduct rules) or the employer's direction to work fewer hours due to a lack of work.

[WHD Opinion Letter FLSA2005-01](#)

22g22 Salaries paid by joint employers.

When an otherwise exempt employee is jointly-employed by two or more employers, each of which pays the employee on a salary basis as defined in 29 CFR 541, the salaries may be combined for purposes of determining if the minimum salary requirement has been met.

29 CFR 791.2(a)

22g23 Offsetting subsistence allowance paid military personnel.

Military subsistence allowances may not be included in the amounts offset against the salary required by 29 CFR 541 because such payments constitute payment for board, lodging, or other facilities. *See* 29 CFR 541.602(b)(3) regarding military pay.

22g24 Salary basis of payment for state and local government employees.

Special rules apply to the salary basis requirements for employees of public agencies. *See* 29 CFR 541.710.

22g25 Deductions from salaries of physicians, lawyers and teachers.

Deductions from the salary of an employee who works in a position that is not subject to the salary basis requirement for the 29 USC 213(a)(1) exemption will not defeat the exemption.

[WHD Opinion Letter FLSA2005-16](#)

[WHD Opinion Letter FLSA2005-34](#)

[06/26/2018]

22g26 Foreign national paid in foreign currency.

Employers may pay foreign nationals temporarily residing in the U.S. all or a portion of their salary in foreign currency. To determine whether the minimum salary requirements of 29 CFR 541.600(a) are met, the portion of the salary paid in foreign currency must be calculated using the exchange rate in effect at the time the wages are paid to the employee. The employer is not relieved from the obligation to meet all of the requirements under section 29 CFR 541.600 for each pay period for which the exemption is claimed. The tests found in 29 CFR 541.602 must also be met.

The total compensation package will meet the salary level requirements in those pay periods in which the \$455.00 per week equivalent threshold is met when the dollar compensation is combined with the foreign currency compensation that is converted using the exchange rate current at the time of payment (*i.e.*, the rate generally available to an individual person in the vicinity where the employee is working). In any pay period during which the total of the dollar compensation and dollar value of the foreign currency is less than \$455.00 per week, the exemption will not apply.

[WHD Opinion Letter FLSA2006-17](#)

22g27 **Requiring exempt employees to make up missed time.**

The number of hours worked by an employee who is exempt under 29 USC 213(a)(1) is a matter to be determined between the employer and the employee. An employer may require an exempt employee to make up work time lost due to personal absences of less than a day (but not dock the salary) without loss of the exemption under 29 USC 213(a)(1). However, the failure to make up the time as required or to work the required number of hours does not constitute a violation of a workplace conduct rule for which an employer may impose a disciplinary suspension for one or more full days pursuant to 29 CFR 541.602(b)(5). Such rules must be applicable to all employees and must relate to workplace conduct, not performance or attendance, issues.

[WHD Opinion Letter FLSA2006-6](#)

[06/26/2018]

22g28 **Waiting period for bona fide sick pay plan.**

There is no bright-line test for how many days and how short a waiting period are required for a sick leave plan to be bona fide. The WHD has previously approved leave plans that allow for at least 6 days of sick leave per year. With respect to a qualifying period, the WHD previously deemed a leave plan that required 1 year of service prior to payment of sick pay benefits to be bona fide.

WHD Non-Administrator Opinion Letter FLSA (August 15, 1972)

[WHD Opinion Letter FLSA2006-32](#)

[06/26/2018]

22h **SPECIAL CONSIDERATIONS**

22h00 **Use of manuals.**

The use of manuals, guidelines or other established procedures containing or relating to highly technical, scientific, legal, financial or other similarly complex matters that can be understood or interpreted only by those with advanced or specialized knowledge or skills does not disqualify an employee from exemption under 29 CFR 541. Such manuals and procedures provide guidance in addressing difficult or novel circumstances and thus use of such reference material would not affect an employee's exempt status. The 29 CFR 541 exemptions are not available, however, for employees who simply apply well-established

techniques or procedures described in manuals or other sources within closely prescribed limits to determine the correct response to an inquiry or set of circumstances.

29 CFR 541.704

Use of a software program that enhances an exempt employee's ability to evaluate products, options and variables to serve the customer does not necessarily disqualify an employee from the exemption.

22h01 **Emergencies.**

- (a) An exempt employee does not lose exempt status by performing work of a normally nonexempt nature because of an emergency. When emergencies occur that threaten the safety of employees, a cessation of operations or serious damage to the employer's property, any work performed in an effort to prevent such results is considered exempt work. Emergencies arising out of an employer's business and affecting the public health or welfare may qualify under this provision, applying the same standard as emergencies that affect the safety of employees or customers.
- (b) "Emergency" does not include events that are not beyond control or for which the employer can reasonably provide in the normal course of business. Emergencies generally occur only rarely, and are events that the employer cannot reasonably anticipate.
- (c) The following examples from 29 CFR 541.706(c) illustrate the distinction between emergency work considered exempt work and routine work that is not exempt work:
 - (1) A mine superintendent who pitches in after an explosion and digs out workers who are trapped in the mine is still a bona fide executive.
 - (2) Assisting nonexempt employees with their work during periods of heavy workload or to handle rush orders is not exempt work.
 - (3) Replacing a nonexempt employee during the first day or partial day of an illness may be considered exempt emergency work depending on factors such as the size of the establishment and of the executive's department, the nature of the industry, the consequences that would flow from the failure to replace the ailing employee immediately, and the feasibility of filling the employee's place promptly.
 - (4) Regular repair and cleaning of equipment is not emergency work, even when necessary to prevent fire or explosion; however, repairing equipment may be emergency work if the breakdown of, or damage to, the equipment was caused by accident or carelessness that the employer could not reasonably anticipate.
- (d) The foregoing list of situations where exempt employees could perform nonexempt work without losing their exempt status is not meant to be exhaustive. Other similar instances where exempt employees perform nonexempt work under unanticipated circumstances should be evaluated on a case-by-case basis. However, it continues to be the DOL's position that nonexempt work may not routinely be assigned to an exempt employee solely for the convenience of the employer without calling into question the applicability of the exemption to that employee.

- (2) The employee is in a job category having a weekly base rate of at least \$695.00 and the daily base rate is at least one-sixth of such weekly base rate. *See* 29 CFR 541.709.
- (b) This special exception also extends to similarly-employed employees of producers of television films and videotapes.

69 FR 22190

22h05 Employees of public agencies.

- (a) Under 29 CFR 541.710, an employee of a public agency who otherwise meets the salary basis requirements of 29 CFR 541.602 will not be disqualified from exemption under 29 CFR 541.100, 29 CFR 541.200, 29 CFR 541.300, or 29 CFR 541.400 on the basis that the employee is paid according to a pay system established by statute, ordinance or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than 1 workday when accrued leave is not used by an employee because:
 - (1) permission for its use has not been sought or has been sought and denied,
 - (2) accrued leave has been exhausted, or
 - (3) the employee chooses to use leave without pay.
- (b) Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.
- (c) This special exception to the salary basis requirement for employees of public agencies formerly appeared as 29 CFR 541.5(d). The reasons for its promulgation were explained in the Federal Register of 8/19/1992, at 57 FR 37677.

22h06 Effect of 29 CFR 541 changes on the California wage orders.

[WHD Opinion Letter FLSA2005-19](#) (August 2, 2005) provides guidance on whether certain changes to 29 CFR 541 are substantive changes or clarifications of existing law. This guidance was provided because the California wage orders interpret FLSA exemptions as they applied as of 10/01/2000. Questions regarding the application of FLSA exemptions under the California wage orders shall be referred to the California Department of Industrial Relations.

[WHD Opinion Letter FLSA2005-19](#)

[06/26/2018]

22i SPECIFIC OCCUPATIONS

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22i00 **General.**

29 CFR 541 provides examples of particular occupations to demonstrate how to apply the regulatory concepts defining the exemptions in those situations. Some of the examples were also presented in the prior regulations. Note that while the examples may be useful in understanding how to apply the regulations to specific occupations, in order for an exemption to apply in a particular case, it is still necessary to confirm that an employee actually performs exempt duties and meets all other tests for the particular exemption claimed under 29 CFR 541. Likewise, the examples cited below, when taken from opinion letters issued by the Wage and Hour Administrator, respond to a fact-specific inquiry. Certain examples below include only summaries taken from opinion letters. The opinion letter cited should be reviewed for a fuller discussion. A slight difference in the facts may result in a different outcome. Also, while the examples may provide useful guidance regarding the application of 29 CFR 541 for a particular occupation, it must be remembered that a job title alone is insufficient to establish the exempt status of an employee. The exempt or nonexempt status of any employee must be determined on the basis of whether the employee's salary and duties meet the requirements of the regulations.

29 CFR 541.2

[06/26/2018]

22i01 **Academic advisors and intervention specialists.**

- (a) Academic advisors employed in an educational establishment performing the following duties are performing exempt administrative work, pursuant to 29 CFR 541.204:
- (1) Assisting students in their academic pursuits by aiding them in class selection, educational goals, and graduation requirements
 - (2) Orienting students regarding admissions, placement testing registration processes, policies, procedures, resources and programs
 - (3) Reviewing academic records, placement tests and other standardized test results with students in order to develop course selections consistent with their career choices and degree requirements
 - (4) Developing a term-by-term schedule and an outline of program study
 - (5) Reviewing degree audits and transcripts to verify fulfillment of graduation requirements
 - (6) Exercising override authority to allow student with poor academic performance to register after considering the students' needs
 - (7) Assisting students with overcoming academic difficulties, as well as learning, psychological, or physical disabilities. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-42](#)

- (b) **Admissions counselors**

The remainder of the product technology and marketing analyst's time is spent performing standardized tests on the company's products and preparing reports reflecting the test results and how they compare to competitors. The product technology and marketing analyst reports directly to the company's vice president of process and product development. The product technology and marketing analyst receives at least \$455.00 per week on a salary basis.

The product technology and marketing analyst's duty of working with the engineering and design group to develop tests that measure the performance of new products and assess the feasibility of novel uses of current products directly relates to the functional areas of quality control and research. The product technology and marketing analyst's duty of performing standardized tests on company products and preparing reports on how those products compare to competitors' products also directly relates to the functional area of research. Other duties, including assisting sales representatives in responding to customer questions regarding specific features/uses of the company's products, and evaluating product features for potential customers, directly relate to the functional area of marketing. Therefore, the product technology and marketing analyst's primary duties involve the "performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers." 29 CFR 541.202(b) sets out several factors to consider when determining whether an employee exercises discretion and independent judgment with respect to matters of significance. Examples of duties indicating the product technology and marketing analyst "carries out major assignments in conducting the operations of the business" include working independently with the engineering and design group to develop tests that measure performance of the company's new products and assess the feasibility of novel uses of the company's current products. Also, in determining how specific features/uses of the company's products compare to competing products, evaluating features within the context of scenarios posed by sales professionals working in the field with customers, and making important conclusions that allow the company to secure product sales, the product technology and marketing analyst "performs work that affects business operations to a substantial degree." Accordingly, the product technology and marketing analyst's primary duties "include the exercise of discretion and independent judgment with respect to matters of significance." See [FOH 22i00](#).

[WHD Opinion Letter FLSA2008-3](#)

29 CFR 541.200(a)(2)-(3)

29 CFR 541.202(b)

69 FR 22122

69 FR 22144

[06/26/2018]

22i08 Athletic trainers.

Athletic trainers who have successfully completed four academic years of pre-professional and professional study in a specialized curriculum accredited by the Commission on Accreditation of Allied Health Education Programs and who are certified by the Board of Certification of the National Athletic Trainers Association Board of Certification generally meet the duties requirements for the learned professional exemption.

22i09 **Case managers employed by a firm providing services to individuals with disabilities.**

Case managers employed by a company which is a service provider for individuals with disabilities were found to not be exempt under the administrative test. The company worked with physicians and other third parties to help consumers with disabilities increase their self-sufficiency at home and in the community. The primary duty of case managers was to meet and to work with consumers to gather information, to assess each consumer's needs, to assess the costs of care, to prepare a plan of care, and to identify and to implement services to meet the consumer's needs. Case managers did not personally deliver or administer services to the consumers, but were responsible for planning and helping to obtain those services from third-party service providers.

Case managers did not operate pursuant to written protocols or formulas. Rather, case managers drew upon their education and experience to identify and to procure whatever group of services may be appropriate for each consumer, maximizing that consumer's ability to live outside an institution (i.e., a group home, assisted living center, nursing home, or state hospital). Case managers may have sought information and input from colleagues and other resources, but were independently responsible for developing a plan of care for each consumer. Each plan of care was, by necessity, driven by the individual needs and abilities of the consumer. A plan of care may have included services such as advocacy/case management, independent living skills training, peer support, physical therapy, cognitive therapy, speech therapy, occupational therapy, or vocational rehabilitation.

Case managers also monitored the delivery of services in coordination with the consumer and third-party service providers. In addition, case managers assisted consumers with related matters, including consumers' eligibility for benefits through Medicaid, Medicare, Social Security, and private insurance.

Case managers performed their work free from direct supervision. Case managers developed and implemented plans of care without the requirement of approval by a superior, but their work was regularly reviewed by a company vice president for quality and timeliness.

The activities performed by these case managers were more related to providing the company's ongoing, day-to-day case management services for its consumers, which involved duties such as assessing costs of care, preparing a plan of care, and identifying and implementing services to meet the consumers' needs, rather than performing administrative functions directly related to managing either the company's business or any business of the company's customers. A case manager was not primarily tasked with performing duties in any of the management or general business functional areas described in 29 CFR 541.201(b); nor was the case manager primarily tasked with providing administrative services to the employer's customers as contemplated in 29 CFR 541.201(c). Therefore, case managers did not qualify for the administrative exemption. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2007-07](#)

22i10 **Chefs.**

Chefs, such as executive chefs and sous chefs, who have attained a 4-year specialized academic degree in a culinary arts program, generally meet the duties requirements for the

learned professional exemption. The learned professional exemption is not available to ordinary cooks who perform predominantly routine mental, manual, mechanical, or physical work. *See* 29 CFR 541.301(e)(6). A chef whose primary duty is work requiring invention, imagination, originality, or talent, such as that involved in regularly creating or designing unique dishes and menu items, may be considered for exemption as a creative professional depending upon the facts. However, there is a wide variation in duties among chefs, and the creative professional exemption must be applied on a case-by-case basis with particular focus on the creative duties and abilities of the specific chef in question. The Department intends that the creative professional exemption extend only to truly original chefs, such as those who work at five-star or gourmet establishments, whose primary duty is the performance of work “requiring invention, imagination, originality or talent.”

69 FR 22154

22i11 Community events supervisors employed by a city.

Community events supervisors employed by a municipality who have as a primary duty planning and coordinating special events held at various times during the year; soliciting donations for events; determining what benefits will be provided for various levels of donation; contracting for services, designing, advertising, and marketing; coordinating summer camp activities; planning the camp activities; hiring and training staff; and planning camp budgets are performing work in the area of budgeting, personnel management, advertising, marketing, and public relations. This work would meet the requirement that the work be office or non-manual work directly related to the management or general business operations of the employer. The primary duty includes the exercise of discretion and independent judgment in matters of significance when the community events supervisors carry out major assignments in operations and have the authority to bind the municipality in significant matters such as contracts with vendors. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-34](#)

22i12 Construction project superintendents.

A construction project superintendent employed by an environmental engineering and consulting company that performs construction projects on miscellaneous government sites was found to be an exempt executive. The project superintendent’s primary function was to supervise the day-to-day activities of the construction project. The superintendent oversaw the work of subcontractors employed on the project and supervised the labor force employed for the project, consisting of regular company personnel, project-specific temporary personnel, and/or union personnel. The superintendent usually supervised at least two employees, if not more, throughout the duration of the project. The superintendent met with the client’s representatives, made decisions regarding the scope of work of subcontractors, made purchasing decisions as needed for the project, and reported and made recommendations to the project manager regarding employee advancement, firing, and change of status. The superintendent was paid far in excess of \$455.00 per week.

The project superintendent’s duties are included in the type of activities constituting “management” within the meaning of the regulations.

Under 29 CFR 541.100(a)(3), an exempt executive employee must “customarily and regularly direct the work of two or more other employees.” “Two or more other employees”

means two full-time employees or their equivalent. *See* 29 CFR 541.104(a). Only other employees employed by the same employer may be considered when making this determination under the executive exemption; the supervision of employees of independent contractors, subcontractors, or any other “non-employees” in relation to the employer are not considered for purposes of meeting this test. Assuming that the project superintendent customarily and regularly supervises two employees who are employed by the superintendent’s employer, this requirement is satisfied. The failure to meet this aspect of this test, however, would result in denial of the executive exemption. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2007-3](#)

22i13 **Copy editors.**

Book club copy editors, employed by a direct marketing firm, whose duties included the following, did not meet the administrative exemption test because they performed production duties:

- (a) Reading club marketing promotional materials prepared by copywriters and making any necessary corrections for structure, grammar, comprehension, spelling, clarity, and accuracy
- (b) Correcting the keying of test versions, checking for adherence to legal requirements for trademarks and copyrights, and ensuring compliance with postal rules and scanning standards
- (c) Reviewing the accuracy of publication titles, authors’ names, code numbers, and prices, and ensuring that the company’s requirements for style and procedures are met
- (d) Organizing work priority to meet deadlines according to promotion schedules
- (e) Making decisions on workflow and communicating these decisions to club copywriters

The production versus staff dichotomy is instructive when evaluating whether duties are directly related to management or general business operations, but not dispositive of exempt status. But, when work falls “squarely on the production side of the line,” the administration/production dichotomy is determinative.

The primary duty of the copy editors described above falls squarely on the production side of the line for their employer, a direct marketing firm, and, thus, the employees are nonexempt. Their primary duty also involves the use of skill rather than the exercise of discretion and independent judgment. *See* [FOH 22i00](#).

69 FR 22141

[WHD Opinion Letter FLSA2006-45](#)

[06/26/2018]

22i14 **Dental hygienists.**

Dental hygienists who have successfully completed four academic years of pre-professional and professional study in an accredited college or university approved by the Commission on

Accreditation of Dental and Dental Auxiliary Educational Programs of the American Dental Association generally meet the duties requirements for the learned professional exemption.

29 CFR 541.301(e)(3)

22i15 Examiners or graders.

Employees usually called examiners or graders, such as employees that grade lumber, generally do not meet the duties requirements for the administrative exemption. Such employees usually perform work involving the comparison of products with established standards which are frequently catalogued. Often, after continued reference to the written standards, or through experience, the employee acquires sufficient knowledge so that reference to written standards is unnecessary. The substitution of the employee's memory for a manual of standards does not convert the character of the work performed to exempt work requiring the exercise of discretion and independent judgment.

29 CFR 541.203(h)

22i16 Executive or administrative assistants.

An executive assistant or administrative assistant to a business owner or senior executive of a large business generally meets the duties requirements for the administrative exemption if such employee, without specific instructions or prescribed procedures, has been delegated authority regarding matters of significance. This example should not be read to expand the administrative exemption to include secretaries or other clerical employees.

29 CFR 541.203(d)

69 FR 22146

22i17 Financial services industry.

Employees in the financial services industry generally meet the duties requirements for the administrative exemption if their duties include work such as collecting and analyzing information regarding the customer's income, assets, investments or debts; determining which financial products best meet the customer's needs and financial circumstances; advising the customer regarding the advantages and disadvantages of different financial products; and marketing, servicing, or promoting the employer's financial products. Courts have found employees who represent the employer with the public, negotiate on behalf of the company, and engage in sales promotion to be within the administrative exemption, even though the employees also engaged in some inside sales activities. However, the administrative exemption is not available for employees whose primary duty is to sell the employer's financial products on a day-to-day basis directly to consumers or who fail to exercise discretion and independent judgment with respect to matters of significance to the management or general business operations of the employer or of the employer's customers. See [FOH 22i00](#) and [FOH 22i34](#).

29 CFR 541.203(b)

69 FR 22146

[06/26/2018]

22i18 Funeral directors and embalmers.

Some licensed funeral directors and embalmers may meet the duties requirements for the learned professional exemption. In order to meet the duties requirements of the exemption, licensed funeral directors and embalmers must be licensed by and working in a state that requires successful completion of four academic years of pre-professional and professional study, including graduation from a college of mortuary science accredited by the American Board of Funeral Service Education. Some employees with the job title of funeral director or embalmer have not completed the 4 years of post-secondary education required by 29 CFR 541.301(e)(9) and are not, therefore, exempt as learned professionals.

29 CFR 541.301(e)(9)

69 FR 22155 -22156

22i19 Information technology support specialists (help desk support specialist).

An information technology support specialist (renamed from help desk support specialist) who is responsible for the diagnosis of computer-related problems, conducts problem analysis and research, troubleshoots, resolves complex problems either in person or by using remote control software, and ensures timely closeout of trouble tickets is not exempt as an administrative or professional employee.

The information technology support specialist position required a high school diploma or GED, although an associate degree was preferred.

The WHD has found that an information technology support specialist who spent time on such duties as described below was not exempt under either the administrative or computer professional categories:

- (a) Analyzes, troubleshoots, and resolves complex problems with business applications, networking, and hardware. Accurately documents all work in appropriate problem tracking software. Prioritizes tasks based on service level agreement criteria with limited supervision (55 percent).
- (b) Installs, configures, and tests upgraded and new business computers and applications based upon user-defined requirements. Assists users in identifying hardware/software needs and provides advice regarding current options, policies, and procedures. Creates and troubleshoots network accounts and other business application user accounts as documented in the employee lifecycle process (20 percent).
- (c) Participates in the design, testing, and deployment of client configurations throughout the organization. This process requires detailed knowledge of Microsoft operating systems and compatible business applications. Leverages application packaging software technology for deployment of business applications to client systems (10 percent).

techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications.” 29 CFR 541.400(b)(1). Nor is the primary duty of the information technology support specialist “[t]he design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications” (see 29 CFR 541.400(b)(2)), “[t]he design, documentation, testing, creation, or modification of computer programs related to machine operating systems” (see 29 CFR 541.400(b)(3)), or “[a] combination of these duties, the performance of which requires the same level of skills” (see 29 CFR 541.400(b)(4)). Because the primary duty of the information technology support specialist as described does not consist of duties similar to those discussed in 29 CFR 541.400(b)(1) - (4), the information technology support specialist position does not qualify for the computer professional employee exemption under FLSA sections 13(a)(1) and 13(a)(17). See [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-42](#)

[06/26/2018]

22i20 **Inspectors.**

- (a) Ordinary inspection work generally does not meet the duties requirements for the administrative exemption. Inspectors normally perform specialized work along standardized lines involving well-established techniques and procedures which may have been catalogued and described in manuals or other sources. Such inspectors rely on techniques and skills acquired by special training or experience. They have some leeway in the performance of their work but only within closely prescribed limits.

29 CFR 541.203(g)

- (b) However, inspectors whose primary duty is management of an area, including the supervision of two or more subordinates, may qualify for the executive exemption, provided that the other tests of the exemption are met. See [FOH 22i00](#).

[WHD Opinion Letter FLSA2007-11](#)

22i21 **Inspectors or investigators: public sector.**

Public sector inspectors or investigators of various types, such as police officers, criminal investigators, liquor law investigators, probation officers, parole agents, fire prevention or safety inspectors, building or construction inspectors, health or sanitation inspectors, environmental or soils specialists, and similar employees generally do not meet the duties requirements for the administrative exemption because their primary duty typically does not involve work “directly related to the management or general business operations of the employer.” Rather, their primary duty involves producing the services that their agency exists to produce. For example, in law enforcement organizations, investigation activities are among the primary functions of the business. Therefore, investigations are more related to the day-to-day operations than to the management or general business operations.

Such employees also do not typically qualify for the administrative exemption because their work involves the use of skills and technical abilities in gathering factual information, applying known standards or prescribed procedures, determining which procedure to follow,

or determining whether prescribed standards or criteria are met. Thus, the primary duty does not typically include the exercise of discretion or independent judgment with respect to matters of significance to the management or general business operations of the employer.

Public sector investigators whose primary duty is management may qualify for the executive exemption, provided that the other tests of the exemption are met. See [FOH 22i00](#) and [FOH 22i40](#).

29 CFR 541.203(j)

[WHD Opinion Letter FLSA2005-21](#)

WHD Opinion Letter FLSA (July 26, 1988)

WHD Opinion Letter FLSA (September 12, 1997)

WHD Opinion Letter FLSA (February 1, 1998)

WHD Non-Administrator Opinion Letter FLSA (April 17, 1998)

WHD Non-Administrator Opinion Letter FLSA (January 23, 1998)

WHD Non-Administrator Opinion Letter FLSA (December 21, 1994)

[\[06/26/2018\]](#)

22i22 Instructors: assistant athletic.

Assistant athletic instructors at colleges may qualify for exemption as teachers under section 13(a)(1) of the FLSA and 29 CFR 541.303.

Assistant athletic instructors teach proper skills and skill development to student-athletes and are required to have a bachelor's degree with a master's degree (or additional experience) preferred. Their teaching responsibilities include instruction of physical health, team concepts, and safety. The assistant athletic instructors, who work under the supervision of a head coach, are responsible for designing instructions for individual student-athletes and for specific team needs, and thus have a great deal of independent discretion and judgment as to the manner and method of teaching. Students receive academic credit for their participation in collegiate team sports.

Under 29 CFR 541 a teacher is "any employee with a primary duty of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge and who is employed and engaged in this activity as a teacher in an educational establishment by which the employee is employed." An assistant athletic instructor whose teaching responsibilities encompass at least 50 percent or more of their time and include instruction of physical health, team concepts, and safety is meeting the primary duty test needed for the 29 CFR 541 teacher exemption.

There is no minimum education or academic degree required under the regulations for the teacher exemption. Athletic instructors whose primary duty is teaching in an educational establishment would qualify for the exemption whether or not they have a particular

academic degree. By contrast, athletic instructors whose primary duty is not related to teaching would not qualify for the teacher exemption. Also, the regulations do not require that exempt teachers be paid on a salary basis. Having a primary duty of teaching generally involves, “by its very nature, exercising discretion and judgment.”

The following duties are not related to teaching: developing effective recruitment strategies, recruiting and following up on prospective students, researching and targeting high schools and athletic camps as sources for potential student-athletes, and visiting high schools and athletic camps to conduct student interviews. The amount of time spent in such duties must be considered when determining whether the assistant athletic instructor meets the primary duty test for exemption as a teacher. Colleges generally would qualify as educational establishments for purposes of the teacher exemption. An “educational establishment” is defined as “an elementary or secondary school system, an institution of higher learning or other educational institution.”

Where assistant athletic instructors spend more than 50 percent of their time teaching in an educational establishment, they qualify for exemption from the FLSA’s minimum wage and overtime pay requirements. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-41](#)

[WHD Opinion Letter FLSA2008-11](#)

[WHD Opinion Letter FLSA2005-39](#)

29 CFR 541.204(b)

29 CFR 541.303(a) and (d)

[Fact Sheet 17D](#)

[06/26/2018]

22i23 Insurance claims adjusters.

- (a) Insurance claims adjusters generally meet the duties requirements for the administrative exemption, whether they work for an insurance company or other type of company, if their duties include activities such as interviewing insureds, witnesses, and physicians; inspecting property damage; reviewing factual information to prepare damage estimates; evaluating and making recommendations regarding coverage of claims; determining liability and total value of a claim; negotiating settlements; and making recommendations regarding litigation.

29 CFR 541.203(a)

(b) **Varying levels of authority**

In the insurance industry, there are insurance claims adjusters with varying levels of authority. The claims adjusting duties performed by these individuals when it is in the functional area of insurance is work directly related to management or general business operations of the employer or the employer’s customers and thus meets the second criteria of the administrative exemption test.

In order to qualify for the administrative exemption, the employee must also meet the third criteria of the exemption test, "...primary duty must include the exercise of discretion and independent judgment with respect to matters of significance." Generally, the exercise of discretion and independent judgment involves comparing and evaluating possible courses of conduct and then acting or making a decision after considering the various possibilities. The term "matters of significance" refers to the level of consequence or importance of the work performed. The exercise of discretion and independent judgment includes the employee's authority to make independent choices free of immediate supervision but does not preclude higher level review. An indicator of the claims examiner's exercise of discretion and independent judgment is the level of supervision. For example, does the claims adjuster's supervisor only spot-check work or must the adjuster seek approval from a supervisor for settlements?

The exercise of discretion and independent judgment must be more than applying specific standards or procedures found in manuals. The following are examples of duties performed by claims adjusters that are more than applying specific standards: evaluating independent medical examinations; evaluating investigations of accident scenes; hiring and interacting with nursing services to assist claimants to return to work; approving litigation strategy, participating in hiring experts; serving as lead negotiator in settlement discussions; and using their own judgment about what the facts show, who is liable, what a claim is worth, and how to handle negotiations with the claimant in order to achieve a successful resolution.

Claims adjusters who perform their duties under close supervision or in consultation with supervisors and who have no, or limited authority, to make independent choices do not meet the third criteria of the administrative exemption. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-2](#)

[WHD Opinion Letter FLSA2005-25](#)

[06/26/2018]

22i24 Investigators: background.

The range of duties performed in the process of making investigations, including gathering evidence; interviewing witnesses; reviewing medical, financial, employment, and other data; preparing reports for review by a client or superior; and other similar work, is not work "which is directly related to the management or general business operations" of the employer where the employer provides such services to clients for a fee. The activities performed by investigators are more related to providing ongoing day-to-day investigative services, the production work of the employer, than they are to exempt administrative duties. The fact that investigators plan their own workload, make decisions on whether to further pursue a given lead, and make other similar decisions does not elevate the work to the level of exercising "discretion and independent judgment with respect to matters of significance" to the managing of their employer's or their employer's client's business. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-21](#)

[06/26/2018]

22i25 Journalists.

Journalists may satisfy the duties requirements for the creative professional exemption if their primary duty is work requiring invention, imagination, originality or talent, as opposed to work which depends primarily on intelligence, diligence and accuracy. Employees of newspapers, magazines, television, and other media are not exempt creative professionals if they only collect, organize, and record information that is routine or already public, or if they do not contribute a unique interpretation or analysis to a news product. Thus, for example, newspaper reporters who merely rewrite press releases or who write standard recounts of public information by gathering facts on routine community events are not exempt creative professionals. Reporters also do not qualify as exempt creative professionals if their work product is subject to substantial control by the employer. However, journalists may qualify as exempt creative professionals if their primary duty is performing on the air in radio, television, or other electronic media; conducting investigative interviews; analyzing or interpreting public events; writing editorials, opinion columns, or other commentary; or acting as a narrator or commentator.

29 CFR 541.302(d)

22i26

Location managers in the motion picture industry.

Location managers, who typically choose a location for filming with approval from the director and production management, negotiate the site's rental, contract for all necessary utilities, apply for all necessary governmental services and permits, create and enforce rules specific to the filming locations based on that site's specific circumstances and designed to comply with state and local law, act as a liaison between the production company and local property owners and residents, and secure final rental payment for the property owner including negotiating any claim of property damage, have been found exempt.

Before the 2004 revisions to 29 CFR 541, location managers of motion picture companies were specifically cited as a type of qualifying administrative employee who performed special assignments away from the employer's place of business. Based upon their duties, such as selecting locations, entering into rental agreements, and developing and implementing rules for employees to follow on location, it appears that the location managers are primarily engaged in the budgeting, procurement, and personnel management functions described in 29 CFR 541.201 as types of work directly related to assisting with the running or servicing of the employer's business.

The location managers' primary duties include the exercise of discretion and independent judgment. For example, the location manager formulates management policies when creating and enforcing regulations for the production crew based upon the site's requirements. Also, the location manager commits the employer in financial matters and negotiates and binds the company regarding significant matters when the location manager chooses the location, negotiates the site's rental, obtains contracts with local private resources, obtains necessary permits from local government, and represents the company's position to the property owner. Finally, the location manager represents the company when acting as a liaison between the company and the property owner and any disgruntled local residents, and when resolving the final balance of account between the company and property owner, including whether the company owes for any damages done to the rental property. Such activities involve the requisite exercise of discretion and independent judgment.

Accordingly, the position of location manager, as described above, satisfies the requirements for the administrative exemption. See [FOH 22i00](#).

22i27 Managers: convention and visitors service sales, employed by a city.

When the primary duty of a convention and visitors service sales manager employed by a city is performing office or non-manual duties that are directly related to management or general business operations of the employer, the second test of the administrative exemption is met. Examples of such duties include the following: marketing and promotional work to enhance the city as a destination for conventions and visitors; working closely with the local hospitality industry and other city departments to coordinate conventions and ensure efficient meeting arrangements for the attendees; conducting research to identify potential clients; preparing and presenting bids for meetings and conferences; designing promotional brochures and flyers; attending conferences of professional meeting planners and exhibit show associations to generate leads; handling computerized database bookings; and preparing bills for payment. The employee might also perform some clerical and support services for the convention and visitors services director as needed. This employee is engaged in marketing activities that are intended to enhance the city's image as a potential meeting place and thus promote economic growth.

When the employee operates under only minimal supervision, researches and selects potential clients, designs and creates promotional materials, prepares and presents bids for meetings and conferences to potential clients, and determines what amenities the city will offer to a group and the level of staffing the city will provide to assist a group, these duties include the exercise of discretion and independent judgment in matters of significant economic impact on the city.

Although the employee is required to perform clerical and support duties for the convention and visitors services director as needed, this nonexempt work does not appear to be the employee's primary duty. Thus, the employee performing duties described above qualifies for the administrative exemption. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-34](#)

[WHD Opinion Letter FLSA2009-04](#)

[06/26/2018]

22i28 Managers: gasoline service station.

When the station manager is in sole charge of a location and customarily and regularly directs the work of two or more other full-time employees, and management policy dictates that the following duties are to be performed only by the manager:

- (a) printing the daily sales report,
- (b) checking inventory status,
- (c) auditing cash receipts,
- (d) delivering cash receipts to the bank,

such duties do not defeat the exemption. They are management functions for purposes of meeting the primary duty test for executives, as these functions relate to the maintenance of production and sales records, and to providing security of the employer's property.

Training of employees, including a new manager, is also exempt management work under 29 CFR 541.102.

Working as a station attendant is non-exempt work. Substantial nonexempt work cannot be routinely assigned to an employee without calling into question the application of the exemption to that employee. However, so long as an otherwise exempt station manager only performs attendant duties occasionally, for up to a full day, a few times per year, at infrequent intervals, the primary duty test will still be met. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-29](#)

[06/26/2018]

22i29 Managers: human resources or personnel.

Human resources managers who formulate, interpret, or implement employment policies, and management consultants who study the operations of a business and propose changes in organization, generally meet the duties requirements for the administrative exemption. However, personnel clerks who screen applicants to obtain data regarding their minimum qualifications and fitness for employment generally do not meet the duties requirements for the administrative exemption. Such personnel clerks typically will reject all applicants who do not meet minimum standards for the particular job or for employment by the company. The minimum standards are usually set by the exempt human resources manager or other company officials, and the decision to hire from the group of qualified applicants who do meet the minimum standards is similarly made by the exempt human resources manager or other company officials. Thus, when the interviewing and screening functions are performed by the human resources manager or personnel manager who makes the hiring decision or makes recommendations for hiring from the pool of qualified applicants, such duties constitute exempt work, even though routine, because this work is directly and closely related to the employee's exempt functions as discussed in 29 CFR 541.703.

29 CFR 541.203(e)

22i30 Managers: loss prevention.

A loss prevention manager employed by a retailer, who has the primary duty of effectively implementing a loss prevention and shortage control program by, among other duties:

- (a) analyzing inventory results,
- (b) allocating store loss prevention resources to successfully reduce inventory shortage,
- (c) focusing prevention activities on high shortage departments,
- (d) identifying paperwork control weaknesses and implementing procedures to correct them,
- (e) conducting audits for compliance and ensuring store follow-up on price accuracy initiatives,

- (f) reviewing cash discrepancies to keep the store within allowable guidelines, and identifying cash registers with unacceptable shortages, and
- (g) regularly reviewing loss prevention exception reports for signs of dishonesty, is performing work which directly relates to the functional areas of accounting, auditing, and quality control discussed in 29 CFR 541.201(b), and thus may qualify as an exempt administrative employee.

Duties performed by the loss prevention manager such as interviewing all loss prevention candidates, conducting and supervising training for subordinates on a continual basis, and providing direction for subordinates also directly relate to the functional areas of personnel management and human resources. Ensuring training standards for associates regarding emergency procedures, robbery, fire, etc., is work directly related to the functional area of safety and health. An loss prevention manager's typical workday consists of performing office or non-manual work. Therefore, the loss prevention manager's primary duty involves the "performance of office or non-manual work directly related to the management or general business operations of the employer."

A typical loss prevention manager's primary duty "includes the exercise of discretion and independent judgment with respect to matters of significance." A loss prevention manager who is working independently has certain decision-making authority that is "free from immediate direction or supervision." When selecting appropriate steps to address the problem of inventory shortage and pursuing the selected course of action, a loss prevention manager compares and evaluates possible courses of conduct, and acts or makes a decision after the various possibilities have been considered as discussed in 29 CFR 541.202(a). The loss prevention manager's primary duty of implementing the loss prevention and shortage control program for a store, and supervisory work where a loss prevention manager is in charge of subordinates, demonstrates that the employee "implement[s] management policies or operating practices." When implementing the loss prevention and shortage control program for the store, the loss prevention manager "performs work that affects business operations to a substantial degree" because the effective performance of such duty is essential for the profitability of the store and, in fact, frequently determines the store's success or failure. When developing store-specific programs to meet or exceed the store's shortage goals, the loss prevention manager "carries out major assignments in conducting the operations of the business." In determining what internal investigations to pursue and when to conduct interviews, in ascertaining prosecutable cases, and in investigating harassment allegations, the loss prevention manager "investigates and resolves matters of significance on behalf of management." In addition, in consulting with and providing expert advice to store management with respect to the loss prevention and shortage control program, the loss prevention manager "provides consultation or expert advice to management." Therefore, the loss prevention manager's duties meet several of the factors in 29 CFR 541.202(b) indicating the sufficient "exercise of discretion and independent judgment with respect to matters of significance" and, as such, may qualify for the administrative exemption. See [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-30](#)

22i31 Managers: staffing, employed by a temporary staffing company.

A staffing manager who has a primary duty of recruiting, hiring and managing the temporary labor pool of the employer's clients is performing work in the area of personnel management, human resources, and labor relations. This work would meet the requirement that the work

be office or non-manual work directly related to the management or general business operations of the employer's clients.

The staffing manager's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance in order to meet the third test of the exemption. The following are examples of situations in which the staffing manager may exercise the requisite discretion and independent judgment with respect to matters of significance:

- (a) Recruiting, hiring and recommending placement of employees into particular assignments
- (b) Managing the client's temporary labor pool
- (c) Providing advice on personnel issues
- (d) Handling complaints
- (e) Resolving grievances
- (f) Terminating employees on behalf of the client's management

[WHD Opinion Letter FLSA2005-45](#)

[FOH 22i00](#)

[06/26/2018]

22i32 Medical coders.

Medical coders who translate medical diagnoses and procedures into codes used for reimbursement from insurance companies were found not to be exempt learned professionals. The coders perform the following duties:

- (a) Analyze the patient's entire record to determine the appropriate code
- (b) Assign and report codes in accordance with national organizational standards
- (c) Maintain knowledge of current medical and pharmaceutical terminology
- (d) Attend ongoing continuing education courses in order to maintain the credentials and state board certifications

Coders may have some, none, or all of the following qualifications:

- (1) State board certification
- (2) Bachelor of Science degree in health information management
- (3) A 2-year degree

Medical coding is not a recognized profession. The primary duty of medical coding does not require knowledge of an advanced type in a field of science or learning customarily acquired

by a prolonged course of specialized intellectual study. Jobs that require only a 4-year degree in any field or a 2-year degree as a standard prerequisite for entry into that field do not qualify for the learned professional exemption. See [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-35](#)

[06/26/2018]

22i33 Medical technologists: registered or certified.

- (a) Registered or certified medical technologists who have successfully completed three academic years of pre-professional study in an accredited college or university plus a fourth year of professional course work in a school of medical technology approved by the Council of Medical Education of the American Medical Association generally meet the duties requirements for the learned professional exemption.

29 CFR 541.301(e)(1)

(b) Radiology technologists

Radiology technologists have been found not to be exempt from the minimum wage and overtime requirements of the FLSA. The radiology technologists' primary duty does not require "advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction." Their work has been found not to be "work which is predominantly intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment, as distinguished from performance of routine mental, manual, mechanical or physical work."

The radiology technologist position requires successful completion of a two-to-three-year radiology technology program accredited by the Joint Review Committee on Education in Radiologic Technology or some other manner of accreditation acceptable to the American Registry of Radiologic Technologists. The radiology technologist must pass an American Registry of Radiologic Technologists examination for registration. To renew the American Registry of Radiologic Technologists registration, a radiology technologist must meet certain continuing education requirements every 2 years.

The requirement that a radiology technologist complete a two- to three-year radiology technology program accredited by the Joint Review Committee on Education in Radiologic Technology (or some other manner of accreditation acceptable to the American Registry of Radiologic Technologists), along with an American Registry of Radiologic Technologists examination for registration, does not meet the "advanced knowledge in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction" standard.

Duties of radiology technologists have been found to be: reviewing physicians' orders for patient examinations; ensuring that the examining room is properly prepared for the procedure; visiting patients to determine their tolerance to the examination and positioning; preparing patient information cards that are included on the film for identification; positioning the patients to assure that the radiologist can see and access the proper area for the imaging procedure; administering contrast and other chemicals orally or intravenously; setting technical factors on equipment, such as penetration and length of the imaging power;

specialized paralegal programs are 2-year associate degree programs from a community college or equivalent institution. See [FOH 22i00](#).

29 CFR 541.301(e)(7)

[WHD Opinion Letter FLSA2005-9](#)

[WHD Opinion Letter FLSA2005-54](#)

(b) Paralegals with a specialized 4-year degree

The learned professional exemption may be available for paralegals who possess advanced specialized degrees in other fields and apply advanced knowledge in that professional field in the performance of their paralegal duties. For example, if a law firm hires an engineer as a paralegal to provide expert advice on product liability cases or to assist on patent matters, that engineer would qualify for the learned professional exemption. See [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-9](#)

(c) Paralegals: administrative exemption

The work of paralegals and legal assistants will not generally meet the discretion and independent judgment test of the administrative exemption and thus an analysis of whether their work is related to management or general business operations is not necessary. Paralegals perform duties using particular skills and knowledge rather than exercising the level of discretion and independent judgment required by section 29 CFR 541.202(a)(3). When paralegals research and prepare reports, it is generally the attorneys who exercise discretion and independent judgment because they receive and decide whether or how to act on the information in the reports.

Although paralegals may work independently and use their own judgment as to how to prioritize their work assignments, including how the projects will be executed and how much time to spend on each assignment, it is not sufficient that an employee makes decisions regarding relatively insignificant matters or that an employee makes limited decisions, within clearly prescribed parameters. See *Clark v. J.M. Benson Co., Inc.*, 789 F.2d 282, 287-88 (4th Cir. 1986) and *Dalheim v. KDFW-TV*, 706 F. Supp. 493, 509 (N.D. Tex. 1998), *aff'd*, 918 F.2d 1220 (5th Cir. 1990). Rather, there must be the exercise of discretion and independent judgment on matters of significance or consequence related to the management or general business operations of the employer or the employer's customers.

A typical paralegal does not formulate or implement management policies, utilize authority to waive or deviate from established policies, provide expert advice, or plan business objectives as required to be exempt under 29 CFR 541.202(b). In addition, most jurisdictions have strict prohibitions against the unauthorized practice of law by laypersons. Under the American Bar Association's Code of Professional Responsibility, a delegation of legal tasks to a lay person is proper only if the lawyer maintains a direct relationship with the client, supervises the delegated work, and has complete professional responsibility for the work produced. The implication of such strictures is that paralegal employees would not have the amount of authority to exercise independent judgments with regard to legal matters necessary to bring them within the administrative exemption. See [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-27](#)

[WHD Opinion Letter FLSA2005-54](#)

(d) Senior legal analysts

A senior legal analyst who conducts research at the request of an attorney and prepares a report for an attorney's review is performing work involving the use of skills and procedures rather than exercising discretion and judgment. The attorney who receives the reports exercises discretion and judgment in determining how to use the report. *See* [FOH 22i00](#).

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22i39 Physician assistants.

Physician assistants who have successfully completed four academic years of pre-professional and professional study, including graduation from a physician assistant program accredited by the Accreditation Review Commission on Education for the Physician Assistant, and who are certified by the National Commission on Certification of Physician Assistants generally meet the duties requirements for the learned professional exemption.

29 CFR 541.301(e)(4)

22i40 Police lieutenants and captains, fire battalion chiefs.

29 CFR 541.3(b) states that police officers, fire fighters, or other first responder employees who perform work such as extinguishing fires, rescuing crime or accident victims, performing surveillance, pursuing or restraining suspects, interviewing witnesses, and other similar work are not exempt executive or administrative employees. However, the executive exemption may apply to police lieutenants, police captains, and fire battalion chiefs so long as the duties they perform meet all of the requirements set out in 29 CFR 541.100. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-40](#)

WHD Opinion Letter FLSA (May 19, 1988)

[06/26/2018]

22i41 Purchasing agents.

Purchasing agents with authority to bind the company on significant purchases generally meet the duties requirements for the administrative exemption even if they must consult with top management officials when making a purchase commitment for raw materials in excess of the contemplated plant needs. *See* [FOH 22i00](#).

29 CFR 541.203(f)

[WHD Opinion Letter FLSA2008-1](#)

22i42 **Sales engineer position.**

An employee with a 4-year degree in mechanical or electrical engineering, whose duties require a combination of sales and applications engineering activities, can qualify for the professional exemption. In making such a determination, the primary duty test must be applied in order to determine whether the exempt engineering duties or the nonexempt sales duties are the primary duty. The relative importance of the engineer duties must be weighed with that of the sales duties. When the employee's engineering background and abilities are used to determine the engineering specifications, resolve engineering related problems, and provide technical support, which result in making the sale or securing the order, the importance of the engineering duties will outweigh that of the sales duties. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-28](#)

[06/26/2018]

22i43 **Sales work.**

An employee whose primary duty is inside sales work is not exempt as an administrative employee. *See* 29 CFR 541.203(b).

69 FR 22146

22i44 **School resource officers.**

School resource officers employed at an independent school district qualified for the administrative exemption.

The school resource officer's primary duty was to provide for the safety and security of the students, staff, and property within the school system by planning to prevent safety and security problems and by responding immediately to deal with any disruption or criminal activity. Among their qualifications, school resource officers were licensed pursuant to the state's Peace Officer's Standards and Training Certification. The school resource officer's duties included providing consulting advice to school administrators on plans for safety, emergency preparedness, traffic flow, evacuation, lighting, and video surveillance, as well as other safety/security issues; providing training to students, faculty, administrators, and parent groups regarding safety issues such as personal safety, gun safety, bus safety, and drug and gang awareness; coordinating security for extracurricular events; serving as liaison/facilitator between the school system and local law enforcement agencies to coordinate the law enforcement efforts of the local jurisdiction with regard to the schools; and to develop a communication network between administration, staff, students and parents within the cluster schools; creating and maintaining written case files of criminal acts by students and reports of deprived, abused, or neglected children and sharing this information with the school administrator, school social worker, agencies in the law enforcement and judiciary systems, and the local family and children's services department, when appropriate; advising regarding what law enforcement measures are appropriate when the school administrator or school resource officer believes an incident is a violation of the law; investigating suspected criminal activity on school property; and making arrests on school property.

In performing the duties above, the school resource officer decided whether a situation requires immediate action, whether to charge a violation, whether to make an arrest, and

discretion and independent judgment with respect to matters of significance, specifically, that the “employee provide consultation or expert advice to management.” In addition, by serving as a liaison/facilitator between the school system and local law enforcement agencies to coordinate the law enforcement efforts of the local jurisdiction relative to the schools, and to develop a communication network between administration, staff, students, and parents within the cluster schools, the school resource officer formulates and implements management policies or operating practices. *See* 29 CFR 541.202(b) and [FOH 22i00](#).

[WHD Opinion Letter FLSA2007-8](#)

22i45 **Service and repair work.**

An employee whose primary duty is to repair or service products (*e.g.* refrigerator repair) does not qualify as an exempt outside sales employee.

69 FR 22161

22i46 **Shoppers: comparison.**

Comparison shopping performed by an employee of a retail store who merely reports to the buyer the prices at a competitor’s store does not qualify for the administrative exemption. However, the buyer who evaluates such reports on competitor prices to set the employer’s prices generally meets the duties requirements for the administrative exemption.

29 CFR 541.203(i)

22i47 **Social workers and case workers employed by a social service agency.**

Social workers who have acquired at least a bachelor’s degree in social work, drug and alcohol education, counseling, psychology, or criminal justice and who work in the field of their degree will meet the learned professional test provided that the degree is a customary requirement for entry into the particular field of social work in which the work is being performed.

A case worker or case manager who is only required to have attained a bachelor’s degree in any field, or a broad field (*i.e.* social sciences), does not have specialized academic training necessary to qualify for the learned professional exemption. *See* 29 CFR 541.301(d) and [FOH 22i00](#).

[WHD Opinion Letter FLSA2005-50](#)

WHD Non-Administrator Opinion Letter FLSA (January 24, 2001)

[06/26/2018]

22i48 **Team leaders who complete major projects.**

An employee who leads a team of other employees assigned to complete major projects for the employer (*e.g.*, purchasing, selling, or closing all or part of the business; negotiating a real estate transaction or a collective bargaining agreement; or designing and implementing productivity improvements) generally meets the duties requirements for the administrative

exemption, even if the employee does not have direct supervisory responsibility over the other employees on the team.

29 CFR 541.203(c)

22i49 Therapists: respiratory.

The standard prerequisite for entry into the respiratory therapist occupation does not require four years of specialized post-secondary school instruction. In the U.S., 12 percent of the accredited respiratory therapist programs are at the baccalaureate level. Accredited programs also are available at the 2-year associate’s degree level. Since possession of a specialized advance academic degree is not a standard prerequisite for entry into the occupation, the professional exemption does not apply. *See* [FOH 22i00](#).

[WHD Opinion Letter FLSA2006-26](#)

22j OCCUPATIONAL INDEX TO 29 CFR 541

The following index lists sections of 29 CFR 541 which refer to particular concepts used in the regulations, including types of work, occupations, and job titles. Note: just because a job title appears in an illustration in the text of the regulations should not be interpreted to mean that employees holding such a job title are either exempt or nonexempt, or that they meet any one of the specific requirements for exemption. In determining the exempt status of any particular employee, a job title alone is insufficient to establish exempt status. *See* 29 CFR 541.2. The exempt or nonexempt status of each employee can only be determined by analyzing whether the employee’s salary and duties meet all of the requirements for exemption as stated in the regulations.

JOB TITLE	CONCEPT	CFR SECTION
ACADEMIC COUNSELOR	Admin exemption	541.204(c)(1)
ACCOUNTANTS	Professional exemption	541.301(e)(5)
ACTORS	Creative professional	541.302(c)
ADJUSTERS, INSURANCE CLAIMS	Admin exempt	541.203(a)
ADMINISTRATIVE ASSISTANT	Administrative exemption	541.203(d)
ADVISERS		541.201(c)
AMBULANCE PERSONNEL	Not 541 exempt	541.3(b)
ANIMATOR	Not 541 exempt	541.302(c)
ARCHAEOLOGISTS	541 exempt example	541.3(a)
ARCHITECTS	541 exempt example	541.3(a)
ASSISTANT MANAGER		541.106(b); 541.600(c)
ASSISTANT SCHOOL SUPERINTENDANT	Administrative exemption	541.204(c)(1)
ATHLETIC TRAINERS	Professional exemption	541.301(e)(8)
BLUE COLLAR WORKERS	Described	541.3
BLUE COLLAR WORKERS	Not 541 exempt	541.3
BUILDING INSPECTOR		541.203(j)
BUILDING MAINTENANCE	Not academic	541.204(c)(2)
BUILDING MANAGEMENT	Not academic	541.204(c)(2)
BUSINESS OWNER	20 % or more meets Executive exemption	541.101

JOB TITLE	CONCEPT	CFR SECTION
PUBLIC AGENCY EMPLOYEES		541.710
PUBLIC SECTOR INSPECTORS		541.203(j)
PURCHASING AGENT	Administrative exemption	541.201(b)
PURCHASING AGENT	Agent	541.203(f)
RELIEF SUPERVISOR		541.106(c)
RESCUE WORKERS	Nonexempt duty example	541.3(b)(1)
RESCUE WORKERS	Not 541 exempt	541.3(b)
RETOUCHER	Not 541 exempt	541.302(c)
SANITATION INSPECTOR		541.203(j)
SCHOOL SUPERINTENDANT	Administrative Exemption	541.204(c)(1)
SCREENPLAY WRITER	Creative professional	541.302(c)
SECRETARIAL WORK	Not administrative	541.202(e)
SHORT STORY WRITER	Creative professional	541.302(c)
SKILLED TRADES	Not a field of science or learning	541.301(c)
SOCIAL WORKER	Not academic admin	541.204(c)(2)
SOIL SPECIALIST		541.203(j)
SOLOISTS	Creative professionals	541.302(c)
STATE TROOPERS	Not 541 exempt	541.3(b)
STATISTICIAN	Label cannot make 541 exempt	541.202(e)
TAX EXPERTS	Administrative exemption	541.201(c)
TEACHER	Directly and closely related	541.703(b)(10)
TEACHER	Examples	541.303(b)
TEACHER	Primary duty test	541.303(a)
TEACHER	Professional exemption	541.303
TEACHER	Salary requirement not applicable	541.303(d)
TEACHER	Teaching certificate	541.303(c)
TEAM LEADER	Administrative exemption	541.203(c)
TEAM LEADER	Major projects	541.203(c)
TECHNOLOGISTS, MEDICAL		541.301(e)(1)
TRAINEES		541.705
TRAFFIC MANAGER		541.703(b)(8)
VICE PRINCIPAL	Administrative exemption	541.204(c)(1)
WORKING SUPERVISOR		541.106(c)
WRITER	As field of creative endeavor	541.302(b)

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