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| **Form and Submission Directions:** 1. **Complete all areas, including examples for Sections I, II and III of this form for ALL FLSA exemption reviews.**
2. **Discuss the applicable exemption test(s) with your Human Resource Generalist (HRG) before completing the Form.** Your HRG may need to discuss with a Compensation Specialist to determine the applicable test(s) before getting back to you.
3. **Complete all areas, including examples.** If unsure of which exemption(s) to complete, consult with your Human Resource Generalist (HRG). Your HRG may need to discuss with a Compensation Specialist to determine the applicable test(s) before getting back to you.
4. **Provide the completed job description** (or unique position information if an existing job) **and an updated organizational chart** that includes the new job along with this form.
5. **Send completed Form, job description and organizational chart to your HRG for review**
	1. Your HRG may have some clarifying questions before sending the information to Compensation.
	2. There is at least a 2-week turnaround time for the **initial review** of the FLSA Q and other job documentation by Compensation
	3. Once an initial review is completed, Compensation may need additional information to provide the detail needed to understand and evaluate the position.
6. Once the form has been finalized with Compensation, you will need to **sign and complete last page** to certify that to the best of your knowledge, the information provided is an accurate description of the position.

**Important Note: Job review will not begin until all required and completed documentation is received. Incomplete or missing documentation will be sent back to the HRG for required information and will delay job review.** |
| **SECTION I - INTRODUCTORY INFORMATION – ALL JOBS** |
| Job Title (current for existing job and/or proposed for new job): Click or tap here to enter text. | Employee(s) Name: Click or tap here to enter text. |
| Department Name: Click or tap here to enter text. | Job Grade (current for existing job and/or proposed for new job): Click or tap here to enter text. |
| Supervisor’s Name: Click or tap here to enter text. | Supervisor’s Title: Click or tap here to enter text. |
| Form Completed By: Click or tap here to enter text. | Date Form Completed: Click or tap here to enter text. |
| HRG Name: Click or tap here to enter text. | HRG certifies review and agreement with this FLSA Questionnaire: Yes [ ]  |
| **Tests being completed:*** Administrative Exemption Yes [ ]  No [ ]
* Executive Exemption Yes [ ]  No [ ]
* Learned professional Exemption Yes [ ]  No [ ]
* Creative professional Exemption Yes [ ]  No [ ]
 |
| **SECTION II - POSITION SUMMARY & MAJOR DUTIES**  |
| **JOB PURPOSE** Provide a **brief overview** of the purpose or function of the job. **Why does this position exist?** Start with the phrase "This position is responsible for..." |
| Click or tap here to enter text. |
| **MAJOR JOB DUTIES** Specify major duties performed and the approximate percentage of time spent on each. Do not list occasional duties that consume less than 10% of the job. The total should equal 100%. **List job duties in order of importance and provide at least two examples/comments to describe the work performed to fulfill each duty** to help clarify the description of the duty**.** Where possible, include an explanation of HOW the employee performs his/her tasks (for example, does he/she use established procedures or guidelines; does he/she analyze data, policies or other information, and if so, what do they do with the results). |
| % of time: Click or tap here to enter text. | **1) Most Important/Primary Duty:** Click or tap here to enter text. |
| **Examples/Comments:** Click or tap here to enter text. |
| % of time: Click or tap here to enter text. | **2)** Click or tap here to enter text. |
| **Examples/Comments:** Click or tap here to enter text. |
| % of time: Click or tap here to enter text. | **3)** Click or tap here to enter text.  |
| **Examples/Comments:** Click or tap here to enter text. |
| % of time: Click or tap here to enter text. | **4)** Click or tap here to enter text. |
| **Examples/Comments:** Click or tap here to enter text. |
| % of time: Click or tap here to enter text. | **Any Additional Major Duties that are at least 10% of Job:** Click or tap here to enter text. |
| **Examples/Comments:** Click or tap here to enter text. |

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| **SECTION III - NATURE OF JOB**  |
| TASK COMPLEXITY (provide specific numeric percentages) – The 3 statements below must total 100%.  |
| For each of the statements below, state the % of time which best describes the nature of the job**. Provide at least 2 specific examples for each statement.**  | **Seldom****(<25%)** | **Occasional****(25% - 50%)** | **Majority of time****(50% - 75%)** | **Almost always****(>75%)** |
| 1) Applies well established techniques, procedures, guidelines, specific standards or mandates to accomplish work (includes work that is recurrent or routine, documented in manuals or other sources and the maintenance, tabulation or recording of data). | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text. |
| 2) Designs and/or establishes original approaches to new or unique situations/problems; evaluates the possible courses of action and their impacts and makes a decision after various possibilities are considered. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text. |
| 3) Designs and/or establishes original approaches to new, unique and/or emerging situations/problems that are highly complex **and** involve multiple business areas; evaluates the possible courses of action and their impacts and makes a decision after various possibilities are considered (must define why considered highly complex). | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text. |
| DISCRETION AND JUDGMENT (provide specific numeric percentages) – The 4 statements below will probably not total 100%. |
| For each of the statements below, state the % of time which best describes the nature of the job. **Provide at least 2 specific examples for each statement.**  | **Seldom****(<25%)** | **Occasional****(25% - 50%)** | **Majority of time****(50% - 75%)** | **Almost always****(>75%)** |
| 1) Tasks follow set policies, procedures, guidelines or requirements/mandates (such as protocols or regulatory requirements). | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text.  |
| 2) Employee must compare alternative courses of action and make a decision after considering the options. This means, comparing and evaluating the possible courses of action after considering various possibilities; evaluating the possible cause and effect of activities or decisions; and/or evaluating the impact and potential risks of alternatives. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text. |
| 3) Employee receives clear instructions from supervisor on **what** to do and **how** to do it. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text.  |
| 4) Employee has the authority to make **significant choices** **and decisions**, without specific guidance or direction from supervisor **(must define what you consider significant)**. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. | ☐ Click or tap here to enter text. |
| **Examples:** Click or tap here to enter text. |
| **Decision Making** |
| **What decisions, if any, does the employee make without prior approval?** Click or tap here to enter text. |
| **What decisions, if any, does the employee make where consultation with an expert resource, supervisor or management is required?** Click or tap here to enter text. |
| **How does the employee make decisions? (Choose one)** | [ ]  The employee applies his or her knowledge in following prescribed procedures or in determining which procedures to follow or determining whether specified standards are met (is he/she primarily guided by his/her experience and written procedures?) | [ ]  The employee makes decisions in the face of different alternatives and without formulas or guidance (or with guidelines that are not complete and exhaustive, and which allow room for creativity and judgement)? |
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| **SECTION IV - JOB REQUIREMENTS** |
| NEW HIRE: EDUCATIONAL BACKGROUND AND JOB-RELATED EXPERIENCE - Check **the minimum** **level of job-related education** and fill in the corresponding **minimum amount of job-related experience** necessary to successfully accomplish the major duties of this job. Also indicate the preferred level of education and work experience. **Where applicable, identify the area(s) of specialization.** |
|  | **Minimum Level** | **Preferred Level** |
| **Educational Level** | **Education****(Choose 1)** | **Add # of yrs. work experience** | **Education****(choose 1)** | **Add # of yrs. work experience** |
| High-school level command of spelling, grammar, and math, and/or basic vocational skills training (e.g., high school diploma, general education degree) |[ ]  Click or tap here to enter text. |[ ]  Click or tap here to enter text. |
| Up to two years of formal post-high school specialized trade school, technical school, or college**Area of specialization:** Click or tap here to enter text. |[ ]  Click or tap here to enter text. |[ ]  Click or tap here to enter text. |
| Associates degree from a two-year college or technical school**Area of specialization:** Click or tap here to enter text. |[ ]  Click or tap here to enter text. |[ ]  Click or tap here to enter text. |
| Bachelor’s degree from a four-year college or university**Area of specialization:** Click or tap here to enter text. |[ ]  Click or tap here to enter text. |[ ]  Click or tap here to enter text. |
| Post-bachelor’s degree (e.g., masters’ or professional school equivalent)**Area of specialization:** Click or tap here to enter text. |[ ]  Click or tap here to enter text. |[ ]  Click or tap here to enter text. |

**(Please select the applicable exemption(s) and complete)**

**Administrative Exemption**

To qualify for the administrative exemption, all of the following must be met:

* *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;*

***AND***

* *Primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.*

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| **SUPPLEMENTAL DUTIES** Indicate whether the incumbent performs each specified job duty, even if it only pertains to their specific span of control. For each question to which you respond “yes,” describe the tasks performed to accomplish the duty. |
| Does the incumbent …1. Formulate, affect, interpret, and/or implement management policies or operating practices? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.
2. Carry out major assignments in conducting the operations of the business? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.

  3) Perform work that affects business operations to a substantial degree? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.  4) Have authority to commit Yale University in significant matters? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.  5) Have authority to waive or deviate from established policies and procedures without prior approval? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.  6) Have authority to negotiate and bind Yale university on significant matters? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text. 7) Provide consultation or expert advice to Yale University management? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text. 8) Participate in long- or short-term planning of Yale University business objectives? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.  9) Investigate and resolve matters of significance on behalf of Yale University management? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text. 10) Represent Yale University in handling complaints, arbitrating disputes, or resolving grievances? Yes[ ]  No[ ]  If Yes, describe: Click or tap here to enter text.  |
| **MAJOR CHALLENGES/PROBLEMS** Describe the most typical and complex problems the incumbent faces in this position. |
| **Typical Challenges/Problems:** Click or tap here to enter text.**Most Complex Challenges/Problems:** Click or tap here to enter text. |

**Executive Exemption**

To qualify for the executive exemption, all the following must be met:

* *Primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;*

***AND***

* *Must customarily and regularly direct the work of at least two or more full-time employees or their equivalent;*

***AND***

* *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.*

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| **WORK LEADERSHIP/SUPERVISION** If employee does not perform all of the duties specified in a question or statement, highlight only those he/she performs. |
| 1. Is the incumbent in charge of a Yale University division, department, sub-department or unit **AND** manage at least 2 Full Time Equivalents (must be manager of record in Workday and “Employee Type” must be Staff – M&P or union employees)? Yes[ ]  No[ ]

If Yes, describe: Click or tap here to enter text.**If no, the incumbent does meet all the requirements needed to pass this specific DOL exemption test – do not proceed.** |
| 1. **Does the incumbent …**
* Interview, select, and train employees? Yes[ ]  No[ ]  Set and adjust rates of pay and hours of work for employees? Yes[ ]  No[ ]
* Direct the work of employees? Yes[ ]  No[ ]
* Maintain records on employee productivity for use in supervision or control? Yes[ ]  No[ ]
* Appraise employees’ productivity and efficiency to recommend promotions or

 other changes in status? Yes[ ]  No[ ]  * Handle employee complaints and grievances and discipline employees when

 necessary? Yes[ ]  No[ ]  * Plan other employees’ work? Yes[ ]  No[ ]
* Determine the methods/procedures direct reports use in their work? Yes[ ]  No[ ]
* Allocate work among different employees? Yes[ ]  No[ ]
* Control a departmental and/or operating budget? Yes[ ]  No[ ]

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| 1. Does the incumbent have the authority to hire or fire other employees? Yes[ ]  No[ ]
* Is it part of the incumbent’s job to make recommendations on hiring, firing, advancement, promotion, or other changes of status? Yes[ ]  No[ ]
* Does the incumbent frequently make such recommendations or are they

 frequently requested? Yes[ ]  No[ ]  * Are the incumbent’s recommendations frequently relied upon? Yes[ ]  No[ ]
 |
| 1. What percent of working time does the incumbent spend providing the work leadership duties and responsibilities described above? \_\_\_\_%
 |
| 1. How many employees directly report to the incumbent? \_\_\_ List the employees that directly report to the incumbent, including each employee’s name, title, and whether the employee is full-time or part-time (if part-time, list the number of hours normally worked by the employee):

**Add additional rows if needed** |
| **Employee Name:** | **Employee Title:** | **FT or PT:** | **If PT, # scheduled hours per week** | **If less than 12 months, # of months worked per year** |
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**Learned Professional Exemption – Master’s Degree or Higher Required for this Exemption Test**

To qualify for the learned professional exemption, all of the following must be met:

* *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;*

***AND***

* *Advanced knowledge must be in a field of science or learning;*
	+ *Examples of fields of science or learning include law, medicine, theology, actuarial computation, engineering, architecture, teaching, and various types of physical, chemical and biological sciences*

***AND***

* *Advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction*

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| **SUPPLEMENTAL DUTIES** Provide answers to the questions provided below – include specific information related to the job responsibilities documented at the start of the form.  |
| Does this position require advanced knowledge in a field of science or learning? Yes[ ]  No[ ] If yes, include the appropriate academic degree and area of specialization requirement.Click or tap here to enter text. |
| Is having an advanced degree a requirement to fill this position? Yes[ ]  No[ ]  |
| Do (or will) all employees filling this position have advanced degrees? Yes[ ]  No[ ]  |
| Describe why this job requires specialized academic training as a standard prerequisite for entrance into the profession – include examples. Click or tap here to enter text. |
| Describe how the incumbent will need to utilize the required advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances as part of the job – provide examples. Click or tap here to enter text. |
| How frequently does the employee rely upon this advance knowledge in performing his/her job duties? [ ]  Rarely [ ] Occasionally [ ] Frequently [ ] Most of the Time [ ] Almost Always |

**Creative Professional Exemption**

To qualify for the creative professional exemption, the following must be met:

* *Primary duty must be the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.*
	+ *Examples of creative fields include music, writing, acting and the graphic arts*
	+ *Journalists are not exempt creative professionals if they collect, organize and record information, or if they do not contribute a unique interpretation or analysis to a news product.*

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| **SUPPLEMENTAL DUTIES** Provide answers to the questions provided below – include specific information related to the job responsibilities documented at the start of the form.  |
| Does this position require invention, imagination or originality in a recognized field of artistic or creative endeavor? Yes[ ]  No[ ] If yes, describe **the extent** of the invention, imagination, originality or talent exercised by the employee. Click or tap here to enter text. |
| What specific “work product(s)” require invention, imagination, or creativity and what is the employee’s role in creating/designing that work product? Click or tap here to enter text. |

**Comments and Additional Information**

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| Click or tap here to enter text. |

**I certify that to the best of my knowledge this is an accurate description of the position.**

Click or tap here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
HRG Signature**

Click or tap here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature**

Click or tap here to enter text.

**Supervisor Name and Title (Please print)**

Click or tap here to enter text.

**Department**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources – Compensation Review**

Did this job pass a DOL exemption test(s) Yes[ ]  No[ ]

Which test(s) did this job pass? Click or tap here to enter text.

Reviewer’s notes/comments

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| Click or tap here to enter text. |