

## FLSA EXEMPTION ANALYSIS – ADMINISTRATIVE – EDUCATIONAL ESTABLISHMENTS

Date:	Position Title	Evaluator(s)	Exemption Determination

Exemption	Yes	No	N/A	Comments
<b>Administrative Exemption – Educational Establishments</b>				
Salary of at least \$684/week, \$35,568/year or receive a salary of at least the entrance salary for teachers in the same educational establishment? (If no, non-exempt even if part-time)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elaborate on worker’s primary job duty (the principal, main, major or most important duty the employee performs accounting for more than 50% of his/her duties) -				
<p>Primary duty of performing administrative functions (academic operations and functions) directly related to academic instruction or training in an educational establishment or department or subdivision thereof.</p> <p>Examples include academic counselors who perform work such as administering school testing programs, assisting students with academic problems and advising students concerning degree requirements; admissions counselors or financial aid officers, department heads, intervention specialists. See below for a full example<sup>1</sup>.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>If the primary duty is no</b> , job is non-exempt or should be evaluated under another exemption. <b>If yes</b> , job is exempt under the FLSA Administrative exemption.				

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<sup>1</sup>Examples include head of a secondary school system and any assistants, responsible for administration of such matters as curriculum, quality and methods of instruction, 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 vice-principals responsible for the operation of a secondary school; department heads in institutions of higher education responsible for the administration of the mathematics department, the English department, the foreign language department, etc.; academic counselors who perform work such as administering school testing programs, assisting students with academic problems and advising students concerning degree requirements; and other employees with similar responsibilities.