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Completion of this questionnaire assists in determining the exemption status for your TEMPORARY EXEMPT EMPLOYEE. For Classified Staff Positions, please contact your [HR Representative](#).

INSTRUCTIONS: Check the appropriate exemption (Executive, Administrative, Professional, Computer-Related, Outside Sales and Highly Compensated). Then check all boxes under the selected exemption that are applicable. To qualify for an exemption, all boxes must be checked for that exemption. To access the Department of Labor (DOL) online resources for FairPay (CFR 29, Part 541), click [here](#).

### ADMINISTRATIVE

(examples: manager, supervisor, administrator)

- Salary Test: Is paid at least \$684 weekly.
- Primary duty consists of performing office or nonmanual work directly related to the management or general business operations of the employer or the employer's customers.
- Work includes the exercise of discretion and independent judgment with respect to matters of significance.

To link to the DOL Administrative Exemption information, click [here](#).

### PROFESSIONAL: LEARNED AND CREATIVE

(examples: accountant, nurse, engineer, composer, singer, graphic designer)

Salary Test: For

Primary duty consists of:

The application of system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications, OR

The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, OR

The design, documentation, testing, creation or modification of computer programs related to machine-operating systems, OR

A combination of these duties which requires the same level of skills.

To link to the DOL Computer-Related Exemption information, click [here](#).

## OUTSIDE SALES

(examples: salespersons, contract negotiators)

The salary basis and salary requirements do apply for this exemption. That is, this exemption does have the salary

Primary duty consists of performing office, nonmanual work. Note: No matter how highly paid, manual workers or other blue-collar workers, including nonmanagement construction workers, who perform work involving repetitive operations with their hands, physical skill and energy are not eligible for this exemption.

Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative Exemption.

To link to the DOL Highly Compensated Exemption information, click [here](#).