



<b>Employee Name</b>	
<b>Job Title, Job Code, Pos #</b>	
<b>Division/Department/Mgr</b>	
<b>Date</b>	

**INSTRUCTIONS** – You are receiving this survey to ensure that employees within your organization are appropriately classified in order to comply with the recent Department of Labor (DOL) ruling (Section 13 (A) (1) of the FLSA. Regulation 29 CFR Part 541). Please complete the questionnaire below and submit to the HR representative meeting with you. **Any institution that receives federal funding may risk the loss of such funds for not abiding by established rules and regulations or carrying out its fiduciary duty as intended.**

Please fill in the percentage of the employee’s job function performed as it relates to each of the duties listed below from 0-100%. The sum all of all functions is not to exceed 100%.

<b>Resolves issues/complaints without prior approval</b> _____ %	<b>Resolves grievances:</b> _____ %	<b>Authority to waive or deviate from practice or policy without prior approval</b> _____ %	<b>Work affecting the development of policies:</b> _____ %
<b>Responsibility to execute or carry out policy</b> _____ %	<b>Ability to approve flexible work schedules</b> _____ %	<b>Develop course content for university training</b> _____ %	<b>Authorize university travel</b> _____ %
<b>Provide consultation or expert advice to management</b> _____ %	<b>Perform clerical duties (i.e., manage calendar, making copies, answering phone, etc.)</b> _____ %	<b>Conceptualize and develop department structure</b> _____ %	<b>Conduct independent investigations</b> _____ %
<b>Troubleshooting or problem solving on behalf of management</b> _____ %	<b>Initiate or authorize contractual arrangements</b> _____ %	<b>Prepare forecasting and analysis</b> _____ %	<b>Screening applicants for university positions</b> _____ %

Approval	Print Name	Signature	Date
Supervisor			
HR Representative			



**Essential Functions of Position as Explained by Manager:**

**Routine Duties as Explained by Manager (Ind Jgmt/Dec Mkg Not Present):**

**Marginal Functions as Explained by Manager:**

**Qualifies for Academic Administrative Personnel Exemption?**

- YES
- NO

**Does 50% or more of the employee's primary duties consist of the performance of office or non-manual work directly related to management policies or general business operations of the organization?**

- YES
- NO

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