

FLSA JOB CLASSIFICATION E.X.E.M.P.T. CHECKLIST



Evaluate Roles: Regularly assess job duties against FLSA categories, focusing on duties over titles.



eXamine Salary Thresholds: Confirm compliance with federal and state thresholds and prepare for future increases.



Educate Management: Train managers to recognize duty or salary changes that may affect exemption.



Monitor Work Hours: Track hours worked by exempt employees, particularly those regularly working overtime. If this is tracked for one employee all exempt employees need to be tracked.



Perform Regular Audits: Conduct annual audits to ensure accurate classifications.



Take Corrective Action: Reclassify employees immediately if misclassification is found, addressing owed overtime promptly to minimize liability and document the process, including how the employee was notified, reasoning for taking the corrective action, and the date and action taken.