

FLSA Exemption Rules Toolkit

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards for employees in the private sector and in government. The FLSA contains some exceptions, or exemptions, from these standards. This means that some employees can be considered exempt from the minimum wage and overtime pay provisions.

Because exemptions are specifically defined under the FLSA, an employer should carefully check the exact terms and conditions for each. MRA has assembled the following information in this Toolkit to assist companies in complying with the FLSA exemption rules and any changes that may need to be made in exemption status.

Preparation for FLSA Compliance

- [FLSA Checklist for Exemption Rule Compliance](#)
- [Transitioning Pay Due to Changes to Exempt Classification](#)
- [Q&A for Employers on FLSA Exemption Requirements](#)
- [HR Talking Points on FLSA Exemption Rules](#)

Communication

- [Communicating a Change in Exemption Status Letter](#)
- [Informing Employees of a Change in Exemption Status](#)

Determining Exemption Classification

- [FLSA Exemption Worksheet](#)
- [Determining Exemption Status under the FLSA Flow Chart](#)
- [Job Description Template](#)
- [Job Analysis Checklist](#)
- [Job Analysis Questionnaire](#)
- [Job Analysis Questions](#)
- [Employee Status Form](#)
- [The Pros and Cons of Salaried Nonexempt](#)

Sample Policies

As employers are considering changes due to the new exemption rule, handbook policies may need to be added or revised. The following are samples that companies can review and modify to fit their needs:

- [Attendance Policies](#)
- [Meal and Break Periods Policy](#)
- [Exempt Employee Pay Deductions Policy](#)
- [Overtime Pay Policy](#)
- [Telecommuting Policy](#)
- [Working from Home Policy](#)
- [Reporting Hours Worked for Nonexempt Employees](#)

This sample document is only an example and is based on the laws in effect at the time it was written. MRA-The Management Association, Inc. does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

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- [Timecard Policy](#)
- [Bring Your Own Device Policy \(BYOD\)](#)
- [Hours of Work Policy](#)

DOL Resources

- [Handy Reference Guide to the Fair Labor Standards Act](#)
- [Overtime Resources](#)
- [Fact sheet, FAQs, and the Final rule](#)