

**Step 1: Salary Basis Test**

Is the employee paid at least \$684 per week (effective Jan. 1, 2020) not subject to reduction due to variations in quantity/quality of work performed?

There are



If the employee passes BOTH the salary test and the preliminary exemption criteria review, then a thorough job analysis of the duties actually performed by each employee becomes the key in determining exempt status. **An exempt position must pass both the salary basis and duties tests.** Job titles are insufficient to determine exempt status.

Job analysis should include the following actions:

1. Review minimum qualifications established for the job, including education, on-the-job training and experience.
- 2.