

General Personnel

Administrative Procedure - Fair Labor Standards Act Exemptions

FLSA Exemption Category	Staff Positions												
Non-covered persons	Independent contractors: www.dol.gov/elaws/esa/flsa/docs/contractors.asp Volunteers: www.dol.gov/elaws/esa/flsa/docs/volunteers.asp Student teachers who: (1) receive academic credit for their work experience, (2) do not displace regular employees, (3) work under close supervision, and (4) are not entitled to a job at the end of their training www.dol.gov/whd/opinion/FLSA/2006/2006_04_06_12_FLSA.htm												
Executive employees	Executive Director Director of Programs & Services Director of Business & Operations												
Administrative employees	Building Principals Program Coordinators Other licensed administrative staff												
Professional employees	<table style="width: 100%; border: none;"> <tr> <td>Teachers</td> <td>Social Workers</td> </tr> <tr> <td>Counselors</td> <td>Psychologists</td> </tr> <tr> <td>School Nurses</td> <td>Occupational Therapists</td> </tr> <tr> <td>Physical Therapists</td> <td>Speech Pathologists</td> </tr> <tr> <td>Technology Employees</td> <td></td> </tr> <tr> <td>Other non-supervising licensed staff</td> <td></td> </tr> </table>	Teachers	Social Workers	Counselors	Psychologists	School Nurses	Occupational Therapists	Physical Therapists	Speech Pathologists	Technology Employees		Other non-supervising licensed staff	
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Counselors	Psychologists												
School Nurses	Occupational Therapists												
Physical Therapists	Speech Pathologists												
Technology Employees													
Other non-supervising licensed staff													
Non-exempt employees	Administrative Assistants Bookkeepers Mobility Drivers Receptionists CNA's, LPN's, and RN's Custodians Maintenance workers Teacher aides, paraprofessionals, and assistants												

Updated: 11/2012

Updated: 9/2014