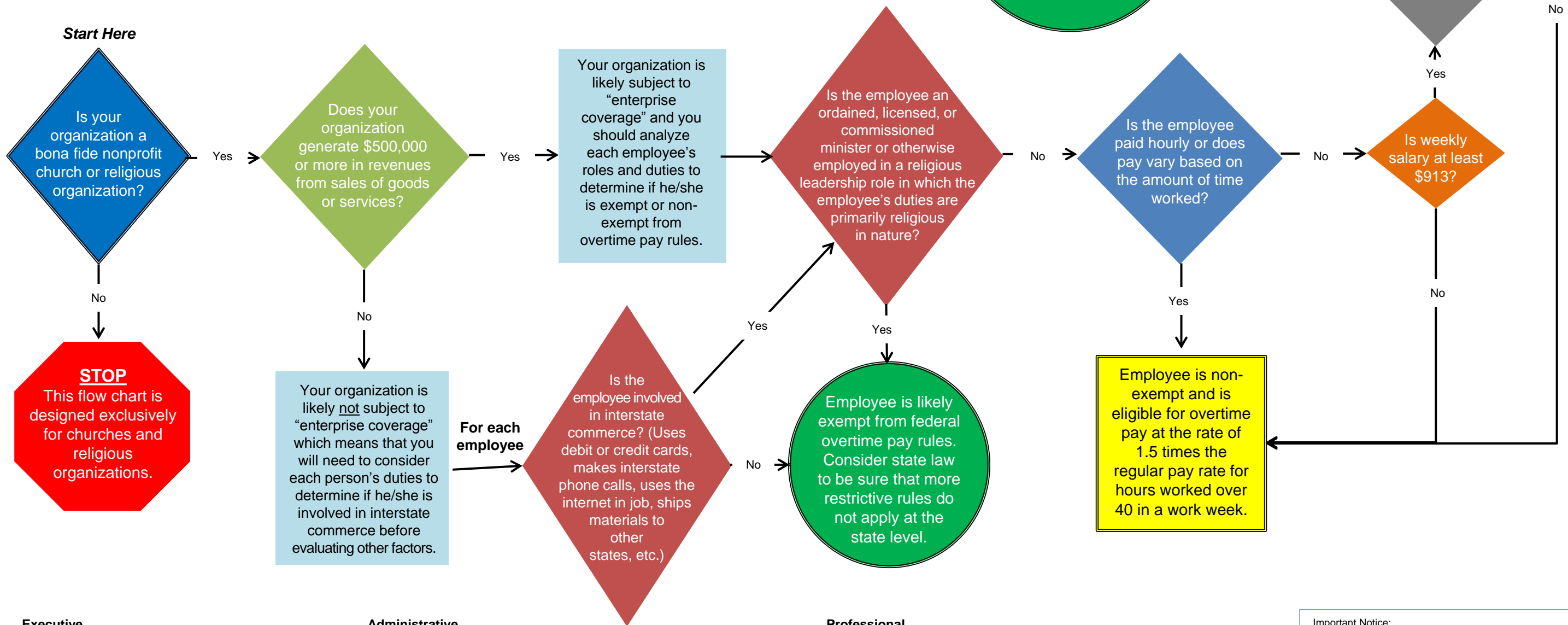


Federal Overtime Pay Applicability – Churches and Religious Organizations

Flowchart for simple analysis for rules effective December 1, 2016. (version 2016.1)

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Executive

- Primary duty is management of organization
- Must manage the work of two or more employees
- Authority to hire and fire, or makes hiring and firing recommendations that are given serious consideration

Administrative

- Primary duty – office or non-manual work directly related to management of employer
- Must exercise discretion and independent judgment with respect to matters of significance
- Specific examples: human resources managers (make or interpret policy), employees with authority to bind the organization

Professional

- Performance of work requires advanced knowledge in a field of science or learning acquired by a prolonged course of specialized instruction; or
- Job requires invention, originality, or talent in recognized field of artistic endeavor
- Examples: doctor, lawyer, nurse, engineer, minister, accountant (not clerks or bookkeepers)

Important Notice:

This chart is for limited, simplified informational and educational purposes only and does not constitute legal or professional advice. Further, this chart does not consider all aspects of federal overtime pay rules and does not address state overtime pay rules, which may be more restrictive or otherwise different from the federal rules. This chart is not a substitute for professional advice from qualified legal counsel.

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