



Fair Labor Standards Act (FLSA) Exemption Checklist

CREATIVE PROFESSIONAL EXEMPTION

To meet the test for the creative professional exemption, an employee must have a primary duty (principal, main, major, most important) that involves the performance of work requiring invention, imagination, originality or talent in a recognized field or artistic or creative endeavor. Examples include actors, performing artists, musicians, graphic arts, videography, production arts, playwrights, composers, novelist, writers, and painters.

POSITION INFORMATION

Position Title:	
Position Number:	
Division and Department:	
Department/Office Director:	
Incumbent:	
Immediate Supervisor:	
Checklist Preparer:	

Directions: Click on each box that applies to this position to mark it with an “x”. Only select the boxes that are applicable to this position. Give **specific** and **detailed** answers where an explanation or description is requested. Upload the completed form under the Supplemental Documents tab to attach it to the position action request in NinerTalent.

CHECKLIST (CREATIVE PROFESSIONAL)

Is the employee compensated on a salary basis at a rate not less than \$844 per week?	YES <input type="checkbox"/> If Yes, please provide specifics below.	NO <input type="checkbox"/> If not, stop. The employee is not exempt.
Please describe the employee's primary duty.		
Does the employee's primary duty involve the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor?	YES <input type="checkbox"/> If Yes, please provide specifics below.	NO <input type="checkbox"/> If not, stop. The employee is not exempt.

CERTIFICATION

<input type="checkbox"/>	By checking this box, I certify that all information provided on this form is to the best of my knowledge is true, accurate, and complete. I understand that this information will be used to determine overtime eligibility or ineligibility for any incumbent assigned to this position
<input type="checkbox"/>	By checking this box, I certify that I uploaded this completed form under the Supplemental Documents tab to attach it to the position action request in the NinerTalent system for HR review and approval.