

**Date:** [Insert Date]

**To:** [Insert Name of Requesting Party/Department]

**From:** [Insert Name/Title of Evaluator]

**Subject:** Compliance Opinion: Administrative Exemption under the Fair Labor Standards Act (FLSA)

**Position Under Review:** [Insert Job Title]

## 1. Purpose

This letter provides a formal opinion regarding the exempt status of the aforementioned position under the administrative exemption criteria established by the Fair Labor Standards Act (FLSA).

## 2. Analysis of Requirements

To qualify for the administrative exemption, the following three criteria must be met:

- **Salary Basis Test:** The employee must be compensated on a salary or fee basis at a rate not less than the current federal/state minimum threshold.
- **Primary Duty Test (General Business Operations):** The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers.
- **Discretion and Independent Judgment:** The employee's primary duty must include the exercise of discretion and independent judgment with respect to matters of significance.

## 3. Findings

[Insert detailed justification here. Example: Based on the job description, the incumbent performs high-level financial analysis and has the authority to waive standard operating procedures without prior approval.]

## 4. Conclusion

Based on the review of the job duties and compensation structure, it is our opinion that the position of [Insert Job Title] [**Qualifies / Does Not Qualify**] for the Administrative Exemption. Therefore, the position should be classified as [**Exempt / Non-Exempt**].

## 5. Limitations

This opinion is based on the job duties as currently described. Significant changes to the responsibilities of this role may require a re-evaluation of this status.

Sincerely,

[Signature]

[Printed Name]  
[Title]