COURSE SYLLABUS

Making Exempt/Nonexempt Determinations Course

Learn how to apply FLSA rules and guidance to determine federal employee exemption status and compliance with wage-and-hour regulations.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/making-exempt-nonexempt-determinations



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Course Outline

Module 1: History and Coverage of the Fair Labor Standards Act

- Understand the origin and purpose of the Fair Labor Standards Act (FLSA)
- Identify agencies responsible for implementing the Act
- Review regulatory references including Title 29 and 5 CFR 551
- Discuss agency and employee responsibilities for compliance

Module 2: Exempt/Nonexempt Determinations

- Explore general principles and key terminology of FLSA exemption
- Identify special situations and broad occupational criteria
- Review and apply exemption criteria for Executive, Administrative, and Professional roles
- Use the FLSA Exemption Worksheet for analysis and documentation

Module 3: Making FLSA Exemption Decisions

- Apply knowledge of exemption criteria to realistic job scenarios
- Use case studies and worksheets to determine FLSA status
- Defend decisions based on duties performed and compliance principles
- Consolidate understanding of exemption guidelines across multiple job types