

**ADMINISTRATIVE PROCEDURE**  
**GENERAL PERSONNEL**

**Fair Labor Standards Act Exemptions**

<b>FLSA Exemption Category</b>	<b>Staff Positions</b>
Non-covered persons	Independent contractors Volunteers Trainees (e.g., 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
Executive employees	Superintendent Associate/Assistant Superintendents Directors Supervisors Other department managers
Administrative employees	Building Principals Assistant Principals Data systems analysts or computer programmers involved in obtaining solutions to complex business problems Other certificated administrative staff
Professional employees	Teachers Counselors Registered nurses Media coordinators Other non-supervising certificated staff
Non-exempt employees  (See 5:35-AP3 for definitions of exempt and non-exempt.)	Secretaries Receptionists Bookkeepers Cafeteria workers Crossing guards Before/after school program workers Bus drivers/transportation workers Computer lab managers Custodians Maintenance workers Pre-school workers Teacher aides, paraprofessionals, and assistants

ADOPTED: December 8, 2008

REVISED: July 23, 2009

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