

The Department of Labor recently updated minimum pay levels for workers earning a salary to go into effect December 1, 2016. The pay level is just one of the criteria used to determine if a worker is entitled to overtime pay. Other than clergy, who are exempt from FLSA (Fair Labor Standards Act) provisions, evaluate the job responsibilities of each employee to determine if your pay practices must change effective December 1.

Does the employee hold a ministerial credential? (Ordination, Commissioning, or Ministerial License)



**NO CHANGE**



Do the employee's job responsibilities include ALL of the requirements in one of the boxes on the right?

- The employee's primary duty must be managing the enterprise, or managing a customarily recognized department or subdivision of the enterprise;
- The employee must customarily and regularly direct the work of at least two or more other full-time employees or their equivalent; and
- The employee must have the authority to hire or fire other employees, or the employee's suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees must be given particular weight.



Pay an hourly wage and 1.5x regular rate for hours over 40 worked in one week.



Pay annual salary of at least \$47,476

- 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; and
- The employee's primary duty includes the exercise of discretion and independent judgement with respect to matters of significance.

- The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgement;
- The knowledge must be in a field of science or learning; and
- The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.