

## FLSA Guidelines for Specific Occupations

Job titles alone never determine exempt status under the FLSA. Whether or not an employee qualifies as exempt depends upon how the employee is paid, how much the employee earns and the **primary duty the employee is performing**. The following guidelines will help determine if specific occupations are considered exempt.

### Coaches and Assistant Coaches

- May qualify as Exempt Teachers:
  - If primary duties consist of teaching, tutoring, instructing or lecturing in the activity of imparting knowledge which may include instructing athletes how to perform their sport.
  - If responsibilities include instruction of physical health, team concepts and safety and/or the coach is responsible for designing instructions for individual student athletes and specific team needs, the exemption is improved.
- May qualify as Academic Administrative Personnel:
  - If primary duties consist of acting as academic advisors to players, assisting with academic issues and advising on degree requirements.

**NOTE: If recruiting is the main duty, coaches and assistant coaches must meet the salary threshold of \$47,476.**

### Athletic Trainers

- May qualify as Exempt Teachers:
  - If primary duties consist of instructional responsibilities.
- May qualify as Academic Administrative Personnel:
  - If primary duties consist of acting as an academic advisor to players, assisting with academic issues and advising on degree requirements.

**NOTE: Athletic Trainers need to meet the salary threshold of \$47,476, if duties are more administrative or professional to satisfy the salary test.**

### Academic Advisors (Student Services Series at USC)

- Qualify as Academic Administrative Personnel if their primary duties consist of advising students with academic issues and degree requirements.



### **Admission or Enrollment Counselors (sometimes called Officers, Recruiters or Advisors)**

- Do not meet the Academic Administrative Personnel criteria.

### **Intervention Specialists**

- May qualify as Academic Administrative Personnel:
  - If primary duty is to respond to student academic issues.

### **Financial Aid Officers**

- Do not meet the Academic Administrative Personnel criteria.

### **Greek House Directors (Student Services Series at USC)**

- Primary duties may not meet the Academic Administrative Personnel criteria. *Disclaimer – Based on the position description that has been reviewed at USC, the primary duties do not appear to be academic in nature.*

### **Residence Hall Directors/Coordinators (Student Services Series at USC)**

- Typically, Residence Hall Directors/Coordinators' primary duties do not directly relate to academic matters such as curriculum, quality or methods of instructions, measuring and testing achievement, academic and grading standards and would need to meet the salary threshold of \$47,476 to satisfy the salary test.

**Note: Academic Administrative Personnel have special regulatory provisions when the primary duties are performing administrative functions directly related to academic instruction or training in an educational establishment. The salary threshold would be equal to the entrance salary of a teacher at USC which is \$41,300.**

### **Post-Doctoral Fellows**

- If primary duty is research, Post-Doctoral Fellows must meet the salary threshold of \$47,476 to satisfy the salary test.
- If primary duty is teaching, then qualify as an Exempt Teacher.

