

**RESEARCH SUPPORT UNIT (RX) FLSA REVIEW
SUPPLEMENTAL QUESTIONNAIRE**

Name of Incumbent _____ Department _____

Classification of Incumbent _____

1. Indicate the incumbent's degree: (___) Bachelors; (___) Masters; (___) Doctorate; Other (___) please specify _____.

2.a. What was the incumbent's specialized course of study or field of emphasis?

2.b. Is the incumbent's use of the specialized knowledge from this degree required to perform the job? (___) YES; (___) NO

2.c. Describe how the incumbent's specialized knowledge is required to perform the duties of this job.

3. Does the incumbent's primary duty (at least 50% of the employee's time) require the knowledge from this course of study/field of emphasis? (___) YES; (___) NO

4. What percent of the incumbent's total responsibilities require the exercise of discretion and independent judgement? (___%)

E.g., Does the incumbent consistently exercise discretion and independent judgement, using the knowledge required by the degree and/or field of emphasis with little or no consultation with the supervisor? Does the incumbent consistently exercise discretion and independent judgement involving the determination of such things as conceptualizing the experiment, designing the experiment, determining what data should be collected and how the data should be utilized?

5. Does the incumbent devote at least 80% of his/her time performing duties addressed in questions 3 and 4 above? (___) YES; (___) NO

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

To be completed by Human Resources - Staffing and Compensation Division

FLSA Designation: _____ **Exempt** _____ **Non-Exempt**

Staffing and Compensation Analyst

Date