

**BENCO
Personnel Manual**

SALARIED EXEMPT EMPLOYEES

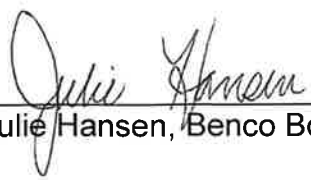
In order to be classified as a salaried exempt employee the following standards set forth by the Oregon Bureau of Labor and Industries must be met:

Executive (supervisory) duties test:

- Primary duty consists of the management of the enterprise in which the employee is employed. This generally means more than 50 percent of the worktime. However, other factors might support exempt status if less than 50 percent of worktime is spent in management. Other factors indicating management as a primary duty could include that the employee is paid a significantly higher salary than is paid to nonexempt staff, the employee makes frequent management decisions, and the employee is free from direct supervision.
- Supervise two or more full-time employees.
- Have hiring or firing authority or, if not full authority, recommendations are given particular weight; and
- Customarily and regularly exercise authority to make decisions of significance.

Administrative Employee duties test:

- Management employees who do not necessarily supervise other employees, but who perform responsible management duties with the organization: administrative personnel. As with the executive category, administrative personnel must satisfy both the duties test and the salary basis test to qualify for exemption.
- Primary duty consists of either:
 - The performance of office or non-manual work directly related to management policies or general business operations of the employee's employer or the employer's customers. The work must be distinguished from production or sales work and is limited to duties directly related to the running of a business and not merely carrying out day to day affairs; or
 - The performance of functions in the administration of a school system, or educational establishment or institution, or of a department or subdivision thereof, in work directly related to the academic instruction or training.

Approved By: 
Julie Hansen, Benco Board President

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