

Classification Status Deliverables

Administrative exemption consideration

Computer-related occupations

Contractor status consideration

- Instructions considerations
- Personal services considerations
- Continued relationship considerations
- Work location considerations
- Equipment/investment considerations
- Termination considerations
- Work time considerations
- Supervising assistance
- Profit-loss considerations
- Other clients considerations

Current organization structure review

Discretionary authority considerations

Equal pay and pay equity review

Executive exemption considerations

Exempt evaluation matrix

Job prerequisites review

Job primary functions review

- Know-how
- Knowledge-skill-ability
- Accountability
- Problem solving
- Authority
- Responsibility

Organization job titles review

Outside sales exemption considerations

Overtime provisions and considerations

Pay level considerations

Percent exempt time spent factors

Professional exemption considerations

Management-nonmanagement

Additional and expanded
HR services are tailored
for specific client needs

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Management or Nonmanagement Status



PHRST offers *a la carte* human
resource management through select
Professional Human Resource
Service Teams

Management or Nonmanagement Status

What Is Needed

The Fair Labor Standards Act (FLSA) was passed in 1938. Yet often its provisions are not followed. Careful attention is needed in classifying employees as management or nonmanagement because of overtime and other considerations. Inaccuracies can lead to significant penalties and costs.



State-of-the-Art

PHRST professionals work with and understand FLSA designations. We can promptly evaluate current classes, offer helpful tools and give necessary advice to properly classify jobs. We provide the planning, preparation, assistance, and know-how necessary to fulfill these requirements. We work closely with management to develop a program which is easy to understand, easy to manage and easy to update. We lead you in recasting classifications and learning proper designations for the future.



Knowledge, Skill & Ability

Human resource specialists man our FLSA classification team. They are led by certified senior professionals in HR management. We combine a thorough understanding of practices, regulations and professional knowhow with technical expertise to deliver business-focused, real-world solutions in a final format which you easily install and manage.

When, Where & For How Much

Project completion varies depending on organization factors, and is typically 10 workdays. Depending on client need, our professionals work at client locations, designated sites, or PHRST offices. The basic service fee is \$3,400, comprising a \$2,000 initiation fee and a \$1,400 final charge. Expenses are documented and billed at-cost to clients. At an additional preferred client fee, guidance and service are available around the clock in person, via phone/video conference, by fax and via Internet.

About PHRST

Strategic Human Resource Management

PHRST stands for **P**rofessional **H**uman **R**esource **S**ervice **T**eams. Our service model enables us to provide you with HR experts in all 7 areas of HR:

- Employment Practices
- Management Practices
- Health, Safety & Security
- Compensation & Benefits
- Employee & Labor Relations
- Human Resource Development
- Staffing/Recruitment Practices

PHRST works with clients on an a la carte basis across industries, around the world, for profit or not and regardless of organization size. We service public, private, and government entities, and we are effective at all organization levels. Our approach is client-centered, worksite interaction, where we provide user-friendly, practical approaches intended for prompt and effective implementation. We work 24/7 to meet client needs. Our value and success are built upon best practice insight, sound experience, education and hands-on know-how. Organizations count on **PHRST** for knowledge, skill, ability, ethics and integrity.