



*The Episcopal Church
in Wyoming*

Fair Labor Standards

For an employee to be exempt, he or she must be employed in a “bona fide” executive, administrative, or professional (EAP) capacity.

For the EAP exemption to apply, the employee must: (1) be paid on a salary basis; (2) be paid at least the minimum salary level established by the regulations (currently \$455 per week or \$23,660 annually); and (3) perform executive, administrative, or professional duties.

The word “administrative” is defined as: “pertaining to, or dealing with, the conduct or management of affairs; executive.”

The U.S. Department of Labor takes the position that for the Administrative Exemption to apply:

- 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 judgment with respect to matters of significance.

(USDOL Fact Sheet #17C).

The words “bona fide” are defined: “in good faith, with sincerity; genuinely.”

“FAITH ON THE NEW FRONTIER”

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