



Request to Recruit

SUNY Fredonia

Required Before Filling All Positions

To be completed by Project Director

PTAOE _____

Date _____

Dept./Office _____

Federal Labor Standards Act Category:
(See back for definition)

Reason for Vacancy _____

Exempt Non-Exempt

RF Job Title _____

Application Deadline _____

Effective Date of Hire _____

Proposed Salary _____

Detailed Description of Duties:

(Continue on back)

Qualifications:

If **SEARCH WAIVER** is requested, indicate reasons below. Otherwise, **ATTACH POSITION RECRUITMENT PLAN** with this form.

Affirmative Action Procedures **NOT REQUIRED**, if one of the following apply:

- Appointment for less than six months
- Appointment for less than 50%
- Appointment to temporarily replace employee on leave; State expected length of leave
- Appointment of SUNY Fredonia Graduate or Undergraduate Full-Time Student in accordance to College Student Assistant Policy
- Appointment of individual to DEDICATED position, i.e., Named in Project Application, etc.
- Summer Only appointment of 10-month SUNY Fredonia, College Professional Staff.

Signatures:

Project Director

Date

Sandra Lewis, Director of Affirmative Action

Date

- Search Waiver Approved
- Search Waiver Denied
- Recruitment Plan Approved
- Recruitment Plan Denied
- Recruitment Plan Approved with Modification

All qualified applicants will receive considerations for employment without regard to their race, color, religion, national origin, age, disability, veteran status, marital status, sexual orientation, or sex, except where sex is a bona fide occupational qualification".

Job Description:

Exempt Status

Definition

An exempt employee is an executive, administrative, or professional employee who is paid on a salaried basis and who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

Requirements

One of the basic requirements for an employee to be considered exempt from the FLSA is that the employee is paid on a salaried basis.

For an employee to be salaried, the employee cannot:

- λ Be subject to deductions from wages in hourly increments for absences of less than a full day.
- λ Charge sick time or vacation time on an hourly basis
- λ Be paid wages or benefits on an hourly basis in addition to salary
- λ Be treated as an hourly employee

For further assistance in determining FLSA status, contact the Post Award Grants Administration Office.
REV 11/10/05