

Exempt or Nonexempt?

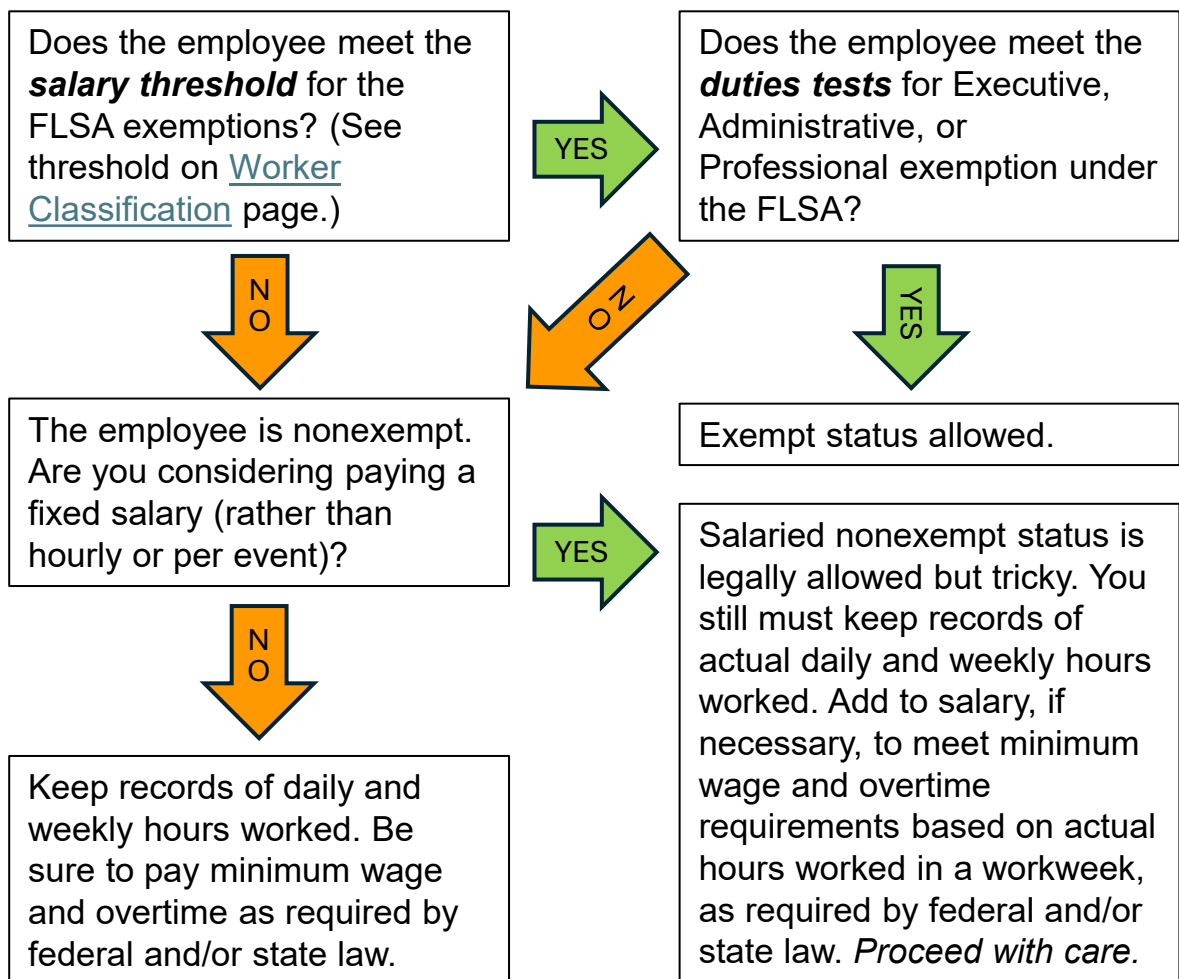
Every employee must be classified as exempt or nonexempt. The default is nonexempt; you are not *required* to treat any employee as exempt. **Before using this chart**, learn about the Fair Labor Standards Act (FLSA) and exemption criteria on our Worker Classification page:

<https://www.uua.org/leaderlab/worker-classification>.



UUA Office of Church
Staff Finances

Important: Ministers and some program staff may be classified as exempt through the **ministerial exception**. There is no salary requirement, but these workers must have **essential religious duties**. [See our materials](#) for more info. The chart below does not apply to those exempt under the ministerial exception. *Proceed with care!* Use of the ministerial exception may result in the staff member's loss of various employment law protections.



The preceding is for informational purposes only and does not constitute legal advice. Be aware of applicable state law. Congregations are solely responsible for legal obligations. Employers may wish to consult their own legal and tax advisers for guidance specific to their organization.