

**Human Resources I**  
**Class Assignments**  
**Due November 30, 2022**

**Assignment 2 – 25 points FLSA & Payroll**

Consider the following five positions, would you determine them to be exempt or nonexempt from the provisions of the Fair Labor Standards Act? (2pts each)

1. HS Principal – holds a ND Principal Credential, all teachers report directly to this principal
2. School Custodian – one of two custodians in the school, both report directly to the principal
3. Elementary School Administrative Assistant – manages the office operations with help from a paraprofessional for part of the day, but does not supervise the paraprofessional, reports to the school principal
4. Science Teacher - reports directly to the school principal
5. Bus Driver – reports to the transportation manager

Payroll problems: compute payroll gross pay for each of the above positions: (3 pts each)

- assume a bi-weekly pay period
- the pay week begins on Monday and ends on Sunday

1. HS Principal

Annual Salary \$98,800

Bi-weekly Salary \$3,800 for 26 pay periods

Week 1: Worked 56 hours

Week 2: Worked 42 hours, and took sick leave 12 hours

What is the Gross pay amount for this bi-weekly payroll?

2. Custodian

Paid Hourly \$15 per hour

Week 1: Worked 35 hours, and took sick leave 2 hours, and took vacation 4 hours

Week 2: Worked 45 hours

Assume you are granting the use of the leave as hours shown above,

What is the Gross pay amount for bi-weekly payroll?

3. Elementary School Admin Assistant

Paid Hourly \$18 per hour

Week 1: Worked 32 hours, and took sick leave 1 hours, and took vacation 8 hours

Week 2: Worked 40 hours

Assume you are granting the use leave hours as shown above,  
What is the Gross pay amount for bi-weekly payroll?

4. Science Teacher

Annual Salary \$67,830 contract

Bi-weekly Salary \$3,230 over 21 pay periods Sept to May

Week 1: Worked 31 regular hours, took sick leave 6 hours and 3 hours personal leave

Week 2: Worked 44 regular hours

What is the Gross pay amount for bi-weekly payroll?

5. Bus Driver

Paid Hourly \$17 per hour

Week 1: Worked 42 hours, and took sick leave 1 hour

Week 2: Worked 42 hours

Assume you are granting the use of leave hours shown above,  
What is the Gross pay amount for bi-weekly payroll?