

**Columbus Utilities
Exempt Employees Flexible Time Policy**

Beginning March 3, 2025, Columbus Utilities salaried employees will no longer earn compensatory time (time and one half for each hour worked) for hours worked over forty (40) in any given week.

It is the policy of the City of Columbus to permit exempt employees who work more hours than regularly scheduled to receive flexible time off on a pro-rata basis. Therefore, a bank of flex time will be allowed for time worked above forty (40) hours in any given week. Salaried employees shall not be allowed to accumulate more than forty (40) hours of flexible time at any given time and usage is to be scheduled at the mutual convenience of the employer and employee. The City Administrator reserves the right to determine when use of flex time may be permitted.

Any existing accumulated compensatory time must be converted to flexible time prior to March 3, 2025.

No payment shall be made for accrued but unused flex time upon termination of employment.