



CITY OF COLUMBUS

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TO: Matt Amundson

FROM: Stephanie Masché, Human Resources Administrator

DATE: February 13, 2025

RE: Elimination of Compensation Time for Exempt Utilities Employees

Consideration should be made in changing the current practice of allowing the Utilities exempt employees to accrue compensatory time at the rate of 1.5 per one hour worked and instead offer an accumulation of flexible time as per the current policy for all other city employees. We currently have fourteen salaried employees and only two are being allowed to accrue compensatory time.

Overtime and compensatory time are typically associated with employees who are considered non-exempt, or hourly employees. Exempt employees are compensated with a set annual wage that is typically at a higher rate of pay than non-exempt employees in recognition of the varying, and at times substantial, workloads that their positions dictate. It is not considered best practice to extend compensatory time to exempt employees.

To be consistent with all other exempt employees, the two employees from the Utilities Department should be allowed to accumulate a bank of flexible time on an hour for hour basis for hours worked above 40 in any given workweek. This flex time bank can accrue up to a maximum total of 40 hours. Flexible time is not eligible to be paid out and has no cash value.