

**3.3 OVERTIME HOURS****INTENT:**

Due to the nature of LICA operations, evening meetings and special events may require overtime hours.

**3.3.1 DIRECTIVES:**

- 3.3.1.1** Overtime exceeding regular scheduled hours will be paid at time-and-a-half or banked as time in lieu to be used as straight time. Overtime does not apply to salary-based employees.

**3.3.2 IMPLEMENTATION:**

- 3.3.2.1** Overtime hours are to be pre-approved by the Board or designate.
- 3.3.2.2** If overtime hours extend the workday past the 12-hour maximum allowed under the Alberta Employment Standards Code, the Board or designate will request delayed or split shifts as required.
- 3.3.2.3** Employees are required to track overtime hours on their timesheets.

Review Dates: September 27, 2006; June 2009; September 2, 2010, November 28, 2016; January 26, 2017; May 3, 2017; May 27, 2020; April 24, 2023

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