

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.
- 3.3.1.2** An Individual Overtime Agreement will be in place for all overtime eligible positions, in accordance with the Alberta Employment Standards. An averaging agreement may be in place for an employee or group of employees, to determine average hours of work and overtime.

3.3.2 IMPLEMENTATION:

- 3.3.2.1** Overtime hours are to be pre-approved by the Board or designate.
- 3.3.2.2** In accordance with Alberta Employment Standards an employee may work up to a maximum of 12 hours a day unless an exception occurs.
- 3.3.2.3** Employees are required to track hours of work including 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; September 5, 2023

Approval Dates: September 27, 2006; October 7, 2010; February 2, 2017; June 1, 2017; September 3, 2020; April 27, 2023, October 6, 2023



Lakeland Industry and Community Association

INDIVIDUAL OVERTIME AGREEMENT

It is agreed between [EMPLOYEE NAME] (“the employee”) and Lakeland Industry and Community Association (“the employer”) that:

1. Either wholly or partly the employer will provide and the employee will take time off with pay in place of overtime pay for those hours worked in excess of 8 hours in a workday or 44 in a work week, whichever is greater.

The work week runs from midnight on Saturday to midnight on the following Saturday.

For hourly employees, the Pay Period runs from the 23rd of the month and ends on the 22nd of the following month. For Salary employees, the Pay Period runs from the first day of the month and ends on the last day of the same month.

2. Time off with pay is banked at a rate of 1 hour for each overtime hour worked.
3. The time off with pay in place of overtime pay will be provided, taken, and paid at the regular rate of wages at a time that the employee could have worked and received wages from the employer.
4. The time off with pay will be provided, taken, and paid within 6 months of the end of the pay period in which it was earned unless the agreement is part of a collective agreement which provides for a longer period of time.
5. If the time off with pay instead of overtime is not provided, taken, and paid in accordance with paragraph 3, the employee will be paid overtime pay of at least 1.5 times the employee’s wage rate for the overtime hours worked.
6. Time off in place of overtime will be treated as hours of work and remuneration paid in respect to time off in place of overtime pay will be treated as wages.
7. The employee will track hours worked, including overtime incurred and time off with pay.
8. All overtime hours must be pre-approved by the Executive Director or Board Designate.
9. The employer will provide a copy of this agreement to the employee.
10. Should an amendment or termination of this agreement be required, at least one month’s notice in writing must be submitted to the respective party prior to taking e

SIGNATURE

The Employee

Witness

[EMPLOYEE NAME]

Executive Director, LICA

Date: _____

Date: _____