**Paid Prep Time Policy for   
Winona Family YMCA Wellness Staff**

BACKGROUND:  
This policy is set up in fairness to all Wellness Staff at the Winona Family YMCA. Research obtained shows that many facilities **do not pay for prep time**. Many facilities pay their staff per class or per client. We appreciate and understand the need for prep time to meet the needs of our members and we also value your time. A limited amount of paid prep time must be set in fairness to all YMCA staff and in accordance with our departmental and facility budgets and also what is considered a reasonable amount of time. Job descriptions for Group Fitness Instructor, Personal Trainer, Nutritionist, and Private Dance and Fitness Instructor have all been updated effective 1/15/2020, with the following essential function:  "Abides by Wellness Department Prep Time Policy for before and after set up, planning, and member engagement."  
  
GROUP FITNESS INSTRUCTORS:  
Group fitness instructors are allowed up to 15 minutes of paid time before and after class to set up and engage with members. Any additional paid time, you must notify the Fitness and Wellness Director to gain pre-approval. Classes that require set up, such as BODYPUMP, AOA, Barre, Cycle, get the full 15 minutes. Classes that require little to no set up receive 5-10 minutes. Prep time is automatically put on timecards via Paycom scheduling.   
  
PERSONAL TRAINERS - Single Session PT - 30, 45, and 60 MINUTE SESSIONS:

Personal trainers are allowed up to 15 minutes of paid time before and after clients to set up, plan, document, and engage with the client. Any additional paid time, you must notify the Fitness and Wellness Director to gain approval, otherwise your timecard will be adjusted accordingly.  
  
PERSONAL TRAINERS - Small Group PT and WEIGHT ROOM CLINICS:

Personal trainers running small group training (WOW, TRX, and Swim TEAM) as well as specialty weight room clinics are allowed up to 20 minutes of paid time before and after to set up, plan, and engage with the group. Any additional paid time, you must notify the Fitness and Wellness Director to gain approval, otherwise your timecard will be adjusted accordingly.  
  
NUTRITIONIST - 60 Minute Initial Consultation:

Nutritionists with 60 minute initial consultation appointments are allowed up to 20 minutes before and after for set up, prep, and engagement. Any additional paid time, you must notify the Fitness and Wellness Director to gain approval, otherwise your timecard will be adjusted accordingly.  
  
NUTRITIONIST - 30 Minute Follow Up Consultations:

Nutritionists with 30 minute follow up consultation appointments are allowed up to 15 minutes before and after for set up, prep, and engagement. Any additional paid time, you must notify the Fitness and Wellness Director to gain approval, otherwise your timecard will be adjusted accordingly.

NUTRITIONIST - Classes and Community Talks:  
Nutritionists running small groups, classes, or community talks with the curriculum provided by the nutritionist, are allowed up to 1-2 hours of paid prep time **total** to set up, plan, and engage. Any additional paid time, you must notify the Fitness and Wellness Director to gain approval, otherwise your timecard will be adjusted accordingly.

PRIVATE DANCE AND FITNESS INSTRUCTORS - 30 and 60 MINUTE SESSIONS:  
Private dance and fitness instructors with 60 minute sessions are allowed up to 20 minutes before and after for set up, prep, and engagement. Private dance and fitness instructors with 30 minute sessions are allowed up to 15 minutes before and after for set up, prep, and engagement. Any additional paid time, you must notify the Fitness and Wellness Director to gain approval, otherwise your timecard will be adjusted accordingly.

Updated 7/27/22 JG