**Group Fitness Instructor Attendance, Sub, & Pay Policy**

Revised 11.27.23

**Group Fitness Instructor Sub Policy**

**\*IT IS HIGHLY RECOMMENDED THAT YOU REMIND YOUR SUBS\***  
All land and water Group Fitness Instructors are responsible for teaching their scheduled classes. If you are unable to teach your scheduled class, you are responsible for finding your own sub using the following procedures.

1. Call, email, or text all potential instructors to check their availability.  **Any form of communication is acceptable as long as you receive a response**.
2. When a sub has been arranged, as a courtesy, please notify the other instructors you contacted to let them know you found a sub. **Please also notify the Fitness & Wellness Directorvia email that a sub has been arranged**.
3. If you have exhausted all your sub options and nobody is available to fill your scheduled shift, you must notify the Fitness & Wellness Director by phone to get further instructions. **Communication must happen within** **a minimum of two hours before your scheduled shift (for early morning instructors – see early morning attendance policy), or at least 24 hours before your scheduled shift for a planned/pre-arranged absence**. A decision will be made at that time whether you must teach your class, another format can be taught in its place, or cancellation of the class. Decision to cancel class is at the discretion of the Fitness & Wellness Director, not the Instructor.
4. **A TRUE emergency situation will be looked at on an individual basis** (hospitalization, death of a loved one, etc.)

**Early Morning Attendance Policy**  
For early morning instructors teaching in the 5-6 am timeframe, subs may be hard to come by. If you cannot make your early morning class for any reason, you must call or email the front desk immediately so they can put a sign up and redirect our members. Failure to do so may result in a missed shift occurrence. You must also notify the Fitness & Wellness Director that you canceled your class.

**Personal Trainer & Private Dance Instruction Sub Policy**  
Personal trainers and dance instructors are asked to try and arrange another trainer/instructor to see their clients/students when absent (planned or unplanned). Some clients/students will choose to reschedule and/or wait for their trainer. Please communicate personal training and private dance lesson scheduling changes with the Fitness & Wellness Director by email. Personal trainers are also required to keep their Google calendar up to date with all client scheduling changes. Private dance lessons are ALWAYS scheduled through the Fitness & Wellness Director for studio booking purposes.

**Inclement weather policy – Group Fitness Classes, Personal Training, Private Dance Lessons**

If you are unable to come to work due to weather, you are responsible for finding your own replacement using the above procedures.

If you truly feel it is unsafe for you to travel and there is not an available sub that can safely travel, class/clients/students may be cancelled. This must be communicated using the following procedures. **The cancellation of your class or client/student is at your discretion for unsafe traveling conditions ONLY. If you cannot safely get to the Y, you are welcome to cancel, but please do so with as early communication as possible.**

1. Call, email or text Fitness & Wellness Director
2. Call or email Member Services Front Desk

Communications and decisions made should occur at minimum no less than two hours before your scheduled class/shift. Early morning classes and client cancellations that occur outside of the two hour window are acceptable as long as communication still occurs as timely as possible.

**No communication regarding your absence will result in a missed shift occurrence.**   
  
**Once Sub Is Confirmed**

Once you have agreed to sub, if you can no longer teach, **it is the substitute’s responsibility to then find a sub for the shift.** The same policy applies to the permanent instructor, if you book a sub, the sub is then teaching the class.

**Paycom Shift Exchange/Job Board**

Group Fitness Instructors should not put their shift up for grabs in Paycom. Once a sub is secured after following the above process, you are to exchange the shift in Paycom YOURSELF or notify the Fitness & Wellness Director in advance.

**If More Than One Instructor Shows Up**

If there is any confusion on who the substitute is (i.e. if more than one instructor shows up), the deciding factor is who the shift is assigned to in Paycom. You all get email notifications when the schedule is released and it is your responsibility to notify the Fitness & Wellness Director if it is incorrect, before the start of class. **Whoever is assigned the shift in Paycom is the teacher of the class that day.**

**Group Fitness Instructor/Personal Trainer/Private Dance Instructor Meeting Attendance Policy**Fitness & Wellness Staff Meetings will be scheduled as needed. It is expected that you read and respond to all department-specific emails.

**Tips**

* You are strongly encouraged to save instructors in your contacts that teach your formats and are available during your class times, for easy reference.
* Remind your sub if you confirm a schedule change in advance.

**Contact Information**

* Fitness & Wellness Director Contact info  
  Jackie Goyette  
  [jgoyette@winonaymca.org](mailto:jgoyette@winonaymca.org)Cell 507-313-1373  
  Y Phone 507-454-1520 ext. 105
* Fitness & Wellness Lead (contact during scheduled absence of the Fitness & Wellness Director)  
  Melissa Gernes  
  [mgernes@winonaymca.org](mailto:mgernes@winonaymca.org)   
  Cell 651-230-5842
* Member Services Front Desk  
  [info@winonaymca.org](mailto:info@winonaymca.org)  
  507-454-1520

The Fitness & Wellness Director will communicate time away to the team and who to contact in her absence.

**Group Fitness Instructor Pay Differential**

The below differential of pay is available for each level of Group Fitness certification that staff maintain consistently. Proof of certification must be submitted to the Fitness & Wellness Director. Pay differential will not be added retroactively. A copy of your renewal must be submitted to the Fitness & Wellness Director upon each renewal date (monthly, quarterly or annually depending on the certification). Please note that it is your responsibility to notify the Fitness & Wellness Director and HR if you are dropping your certification.

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| **Level** | **Certifications** | **Differential** |
| 1 | Annual fee - eg Yoga, PiYo | $0.25/hr |
| 2 | Quarterly fee - eg BODYPUMP | $0.35/hr |
| 3 | Monthly fee - eg Zumba | $0.50/hr |