



# Aerobic Atlanta

Aerobic Atlanta, Inc. is your amenities expert!

## Aerobic Atlanta, Inc. Policies and Procedures

### Hiring Instructions

Aerobic Atlanta, Inc. strives to maintain its reputation as the best by hiring instructors who meet our high standards. The fulfillment of the following qualifications is considered foremost:

- National Certification, preferably AFAA, ACE, ACSM, or nationally accredited or college accredited course
- CPR must be current
- Willingness to have a flexible teaching schedule
- Willingness to help and encourage students
- Conduct of an instructor rather than a 'star performer'
- Support of Aerobic Atlanta, Inc. and its standards and policies

*\*Exceptions are made as we are willing to recognize and help develop those with potential*

### Evaluation of Instructors

Members are given the opportunity to evaluate instructors by completing an instructor evaluation form. Evaluations are treated in a very confidential manner and will be used as a means to provide feedback for the instructor and a guide for further evaluation and/or training.

### Instructor Payroll

Instructors are paid on a monthly basis. The payroll period is from the 1<sup>st</sup> of the month through the 30/31<sup>st</sup> of the month, with the 30/31<sup>st</sup> being the last day of the pay period. The checks are mailed or directly deposited to your account on the 7<sup>th</sup> business day after the 30/31<sup>st</sup>.

### Instructor Info Change

Instructors should inform the aerobic department of any changes in their address, phone numbers, and/or email addresses in order to insure proper receipt of paychecks, memos, and to stay current on phone/email list.

### Medical Emergency Procedure

1. Determine if CPR is necessary and summon professional help if needed, including an ambulance. The manager on duty will be your support and advisor.
2. Keep the victim calm and comfortable.
3. Keep all spectators calm.
4. Make no statements of admission what so ever.
5. Document everything. Get at least 3 witness statements if possible for the accident report. **Write down everything that took place immediately after the situation is under control.**

6. Call same day and report the incident to your director.

Note: Someone will need to accompany the victim to the hospital, if necessary. You may either resume your class or go to the hospital, depending on the circumstances at the time.

**As fitness instructors, we must strive to be timely, courteous, and professional...**

### **Basic Class Guidelines**

Please check in for every class 15 minutes early. Before class, introduce yourself and class level. Welcome any beginners by telling them to see you after class to answer any questions they may have. Follow your National Certification guidelines for class structure.

### **Missed/Late Classes**

Please arrive 15 minutes before the start of class to cue music, change, etc. If class starts late for any reason and the client requests a class credit, you will not be paid. If you miss a class, you may be asked to teach a make-up class, or you may be deducted one class and the end of the month to pay the instructor that covered the class on your behalf. **In case of an emergency – Call the location only for last minute notification if you are going to be late or miss a class due to a last minute emergency.** Also, call your director immediately. We may have an instructor on site who may be able to fill in last minute. Please remember, if a client requests a class credit due to tardiness, one will be given.

### **Request for Subs / Time Off Procedures**

You may contact us by email ([aerobicatl@mindspring.com](mailto:aerobicatl@mindspring.com)), or text or call (770-414-1383) to request any subs needed. All correspondence goes directly to Blackberry, so your request will be acknowledged same day. **IMPORTANT** – If you do not receive a verification that your request was received, **IT WAS NOT RECEIVED!** Please resend or call.

**Subbing** Do not call the location about scheduling concerns. Please notify your director as soon as possible if you need a sub. If you have agreed to sub a class and become unavailable to teach that class, it is your responsibility to find another sub.

**Going on Vacation?** Before you leave, please check your schedule on line to verify you are not scheduled when you have requested off. Contact us immediately with any discrepancies.

**Check your monthly schedule on line** for accuracy and days off requests at our website [www.aerobicatlantainc.com](http://www.aerobicatlantainc.com). A login/password is required to view your monthly schedule. Your login is your firstnamelastname (no spaces). Your password is your first name. At the end of the month, you should check your schedule for accuracy to ensure correct pay. Contact your director with any discrepancies. Any discrepancies found after the 30/31<sup>st</sup> will be reconciled the following month.

### **Class Changes**

You may not change class time, day, length, etc. for any reason without first contacting Aerobic Atlanta, Inc.

### **Keys/Equipment**

Keys, videos, or other equipment on loan must be returned or mailed back the day after you subbed or dropped the class, or after you terminate employment. Paychecks will be held until all items are returned.

**Children/Guests**

No children (under 18 years) are permitted at any class for liability reasons. If you wish to bring a guest, you must first get permission from Aerobic Atlanta, Inc.. You may take a guest with you to late evening apartment community classes if space is available, please inform your director.

**Solicitation**

You may not solicit your students for personal training, additional classes, sales items, etc. without the permission of Aerobic Atlanta, Inc. We can advertise these items for you for a small fee.

**I have read the Aerobic Atlanta, Inc. Policies and Procedures. I understand the provisions and agree to abide by them. Please email or fax this form to the contact information below.**

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

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