



THE ALASKA CLUB

New Employee Checklist

☐ Job Description Reviewed	☐ Policies and Employee Handbook
☐ Hours, the Work-Week, and Weekends	☐ Attendance and Punctuality
☐ Overtime Requirements	☐ Dress Code and Uniform Compliance Agreement
☐ Job Evaluation, annual	☐ Organizational Structure
☐ Pay Periods	☐ Introduce to Staff / Walk-Through
☐ Rate of Pay	☐ Tour Facility
☐ Vacations and Holidays	☐ Unpaid and Emergency Leave
☐ Parking Information	☐ Training Program
☐ Lunch Areas	☐ Issuance of I.D.
☐ Telephone Calls	☐ Orientation Schedule
☐ Work Rules and Regulations	☐ Timecards
☐ Discipline Procedures	☐ Staff Meetings
☐ Sexual-Harrassment Policy	☐ Schedule CPR
☐ Incident Report Procedures	☐ Scheduled First-Aid
☐ Termination Policy	☐ Front Desk Area
☐ Driver Release / Insurance	☐ SDS/Emergency Binder/Bio Hazard kit

Special Notes: _____

We have discussed the items above and acknowledge that they may be changed at any time. The above does not constitute a written contract and I understand my employment is for no definite time period and may be terminated at will.

Employee's Signature / Date

Supervisor's Signature / Date

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li data-cs="2" data-kind="parent">For persons under age 18 who are unable to present a document listed above: <li data-kind="ghost"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.			
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.

AUTHORIZATION FOR CONSUMER REPORTS

Authorization

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

Printed Full Name: _____

Signature: _____

Date: _____

APPLICANT/EMPLOYEE				
Printed Full Name: _____				
(First)	(Middle)	(Last)		
Alias/Maiden Name(s): _____				
Social Security Number: _____		Date of Birth: _____		
Driver's License Number: _____		State of Issuance: _____		
Email: _____		Phone: _____		
(List all addresses during the past 7 years)				
Current: _____				
(Street)	(City)	(State)	(Zip)	(Dates)
Previous: _____				
(Street)	(City)	(State)	(Zip)	(Dates)
Previous: _____				
(Street)	(City)	(State)	(Zip)	(Dates)
Previous: _____				
(Street)	(City)	(State)	(Zip)	(Dates)
Previous: _____				
(Street)	(City)	(State)	(Zip)	(Dates)

THE ALASKA CLUB

PERSONAL TRAINER NON-SOLICITATION AND NON-COMPETITION AGREEMENT

This Non-Competition and Non-Solicitation Agreement ("Agreement") is entered into between The Alaska Club ("TAC") and _____ ("EMPLOYEE").

WHEREAS, TAC is engaged in operating health clubs through which it offers personal training services to its members for an additional fee ("Personal Training") in various locations throughout Alaska; and

WHEREAS, TAC hires and provides extensive and valuable training to employees who provide Personal Training services to its members; and

WHEREAS, TAC is prepared to offer employment to EMPLOYEE, provided, however, as part of the employment offer, EMPLOYEE agrees to a reasonable non-solicitation and non-competition agreement which will be deemed effective immediately upon entering into employment with TAC; and

WHEREAS, the purpose of the Non-Solicitation and Non-Competition Agreement is to allow TAC to preserve income from valuable services for which its members pay a separate fee, to guard against the loss of members who utilize personal training services to another person or entity providing Personal Training Services and to guard against loss of valuable personnel to competitors engaged in providing Personal Training services,

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, the receipt of which is hereby acknowledged, EMPLOYEE agrees as follows:

1. EMPLOYEE agrees that he/she will not solicit any member of TAC, for whom the EMPLOYEE provided personal training services while employed with TAC, for the purpose of providing personal training services outside of TAC both during employment with TAC and after EMPLOYEE leaves employment with TAC. EMPLOYEE agrees that this non-solicitation agreement survives the end of his/her employment with TAC and does not have an expiration date.

2. EMPLOYEE agrees that he/she will not, for a period of three (3) months following the cessation of his/her employment with TAC, either directly or indirectly, whether as an owner, agent, employee or otherwise, become employed with another company that is located within 25 miles of the TAC club location where EMPLOYEE primarily worked while employed with TAC for the purpose of providing Personal Training services for a fee.

3. The Agreement is for the express benefit of and is enforceable by TAC, its successors or assigns, by way of an action for damages, injunctive relief or any other remedy that the law provides against EMPLOYEE and his/her new employer. This Agreement may be enforced, at the election of TAC, in the District or Superior Court for the State of Alaska, in the Judicial District where the EMPLOYEE was employed and the Agreement is to be governed by the laws of the State of Alaska. Should either party seek to initiate an action, in any way, to interpret, enforce or void this Agreement, jurisdiction is agreed to rest solely in the Superior Court for the State of Alaska, Third Judicial District in Anchorage, Alaska. Any successful enforcement action by TAC against EMPLOYEE shall entitle TAC to recover its full actual costs and attorney's fees incurred in pursuing the enforcement action.

4. This Agreement is not intended to preclude EMPLOYEE from pursuing employment; however, it does have a limiting effect which is designed to protect TAC'S business with reasonable limitations. EMPLOYEE hereby agrees and authorizes TAC to notify any successor employer of the existence of this Agreement.

5. A determination that any provision of this Agreement is unenforceable or invalid shall not affect the enforceability or validity of any other provision, and any determination that the application of any provision of this Agreement to any person or circumstance is illegal or unenforceable, shall not affect the enforceability or validity of such provision as it may apply to any other persons or circumstances.

6. EMPLOYEE represents that before executing this Agreement, he/she has had sufficient time and opportunity to review and to study the Agreement and has had the opportunity to consult with such advisors or other professionals as he/she deems necessary and appropriate. EMPLOYEE acknowledges that this Agreement was entered into voluntarily and for good and valuable consideration in the form of employment and that he/she understands the Agreement and will abide by it.

TAC

Date: _____

By: _____

Its: _____

EMPLOYEE

Date: _____

Type or print employee name

Employee signature

Personal Training Department Professional Conduct Policies

Date: January 1, 2021
To: Personal Training Manager, Personal Trainers, and Fitness Consultants
From: VP of Membership Development and Personal Training

The relationship between personal trainer and client is unique. It involves close contact and sharing of personal information. The Trainer must develop a level of trust with client. This trust and connection can help motivate and inspire clients to success. Trainers who are personable and friendly have a great client retention; however, it is important to maintain professional boundaries.

Professional Conduct Policies:

- 5 B's of Service:
 - *Be on Time, Be in uniform, Be prepared, Be attentive, Be inspiring*
- Communicate: Communication includes both verbal and non-verbal language. A professional not only listens to what a client is saying, but also watching body language. In addition, they are aware of their own non-verbal cues and the message they are sending. Communication should always be clear and professional.
- Confidentiality: HIPPA covers the confidentiality of health-related information, but other personal information shared such as events happening in client's life or personal information should not be shared with other trainers and team members. Any information you want to share needs to have written consent from client.
- Set Expectations: Expectations are not just limited to session time, goal setting, programming, homework, etc. Set communication expectations with your clients: when you are available to text/talk, social media connections, etc.
- Close Contact: Avoid Touching client unless it is essential for instruction. Physical touches may occur during a session and it is important to ask for permission first. Explain to client what you want to show them, where you will place your hands, and why it will benefit them. If client does give consent but appears uncomfortable with the physical touch, stop immediately. Never touch a client in areas that are below or underneath clothing. Verbal cues or demonstrating yourself can easily replace close contact. It is also important to be aware how the close contact appears to others in the vicinity. Act as if you are always being watched during a session because you are.
- Professional Boundaries: Use your best judgement with regards to outside socialization with clients. A social relationship with a client can change your relationship quickly. If you find yourself unable to maintain appropriate professional boundaries with a client (whether due to your action or those of the client) it may be prudent to contact your manager and refer client to another professional.
- Equality: The Professional Conduct Policies apply to all clients. Regardless of age, gender, or race, you are expected to treat every client, member, and team member the same.

I have read and agreed to adhere to The Alaska Club Professional Conduct Policies.

Personal Trainer Name (Printed)	Date
Personal Trainer Name (Signed)	
Personal Training Manager	Date

The Alaska Club Computer Network Logon Request Form

(Revision 1/26/2023)

This form should be completed by the manager at the time of hire and submitted as part of the new hire paperwork. Once all of the new hire or job change paperwork has been received by the HR Team, this form will be submitted to the IT Team and they will create or modify the user account.

* PLEASE PRINT CLEARLY

First Name:

Last Name:

DOB:

Position Title:

Phone Ext:

Department:

Who is this person replacing?:

Will they need the same access rights/permissions?: ☐ Yes ☐ No

(Place a "X" in the appropriate boxes)

Primary Location:	☐ East	☐ Eagle River	☐ Studio	☐ Juneau Valley	☐ Fairbanks
	☐ West	☐ Club For Women	☐ Downtown	☐ Juneau Downtown	☐ Fly Fairbanks
	☐ South	☐ The Summit	☐ Wasilla	☐ Fly Wasilla	

Requested Applications: ☐ Email ☐ CSI ☐ LaserFiche ☐ MS Office ☐ Oaisys ☐ Other: _____

Requested Groups: ☐ EMT ☐ Executive ☐ Membership ☐ Personal Trainers ☐ Fly ☐ Other: _____

Shared Drive Access:	☐ Accounting	☐ Hold Comm	☐ Security	☐ Scans/Xerox	☐ AFE	☐ Camp
	☐ Fitness	☐ Inventory	☐ South Mgmt	☐ Membership	☐ Tennis	☐ Fly/Fly Ops
	☐ Fitness Mgmt	☐ Front Desk	☐ Valley Mgmt	☐ Juneau Mgmt	☐ Other: _____	
	☐ Fairbanks Mgmt	☐ Operations				

Name of Requesting Manager:

Signature of Requesting Manager:

Final Approval (H. R. Use Only):

ADP Employee Number:

(This area to be used by computer network administrator only!!!)

Date Account Created:

Account Created By:

User ID: _____ Password: _____

Email Address: _____@TheAlaskaClub.com Phone Code: _____

Notes: _____

- ☐ Home Folder
- ☐ Email Box
- ☐ MITEL
- ☐ Drive Access
- ☐ Oaisys
- ☐ MFA/Ninjo
- ☐ BRIVO
- ☐ Notified Manager



THE ALASKA CLUB

Uniform Compliance Agreement

Personal Trainers

Your appearance should always be neat and tidy and you should be wearing appropriate uniform as described in this section for your position. Shirts, if not tucked in, may hang no lower than the wrists while hands are relaxed at your side. Tight fitting pants or risqué attire are not acceptable (unless they are professional looking yoga pants or manager approved workout pants). All clothing should fit comfortably, but not be overly loose or tight. All clothing must be clean and neatly pressed. No hats may be worn by either men or women. Please bring any questions or doubts in regards to proper attire/appearance to your manager's attention. Your manager will address any concerns regarding attire and will also regularly inspect attire for evaluation purposes. The product we present to our members and potential customers is reflected greatly by our appearance. It is our constant pursuit to portray a conservative, professional and distinguishable appearance.

Department uniform requirements:

1. Must wear uniformed shirt with The Alaska Club logo or personal training logo on back.
2. Shirts may be tucked into pants if wearing a belt. Belts will be worn if pants have belt loops on pants and or shirt must be untucked.
3. Must wear athletic pants or shorts with no large logos, stripes or patches. Must be approved by manager if not black and in The Alaska Club logo colors (green, grey, maroon and navy blue).
4. Footwear should be athletic in nature.
5. Jewelry such as large chains or pendants must be worn inside shirt.

I have read the above general uniform description and Personal Training department requirements, and understand these parameters are a requirement of my position. I agree to follow these standards as part of my employment with The Alaska Club, Inc.

Employee Name – please print legibly

Signature & Date

Manager Signature

Task and Duties List

Job Title: Fitness Consultant
 Department: Personal Training
 Supervisor: Personal Training Manager/Personal Training Director

The following list of tasks and duties represent the basic requirements of the job title listed above. This list is not all-inclusive. The employee holding this position will from time to time be required to perform additional tasks and duties as requested by management. The company retains the right to change this tasks and duties list at any time.

TASKS AND DUTIES

	D A I L Y	W E E K L Y	M O N T H L Y	A N N U A L L Y
Your InTouch schedule/availability will be set together with the Personal Training Manager upon hire.				
Your FC availability is set per quarter.				
Record all personal training leads appropriately in InTouch.	D			
Comply with Uniform Policy – club issued shirt or jacket, name tag, pants or athletic shorts etc	D			
All appointments should receive appropriate confirmation calls before their appointment.	D			
Be on time for scheduled meetings with Clients and greet clients by name	D			
All sales are to be rung up through the Member Support Desk. At no time should Trainers be accepting payments directly from Clients.	D			
Part time FC's are required to work a minimum of 20 hours/week. Personal trainers who are also Fitness Consultants are required to work a minimum of 10hours/week		W		
All phone calls/texts/emails communicating with members are to be completed in scheduled hours.	D			
Refer members appropriately to medical, health, nutrition, or other professional	D			
Notify trainer/PTM/PT accounting of all new Personal Training sales via email with attached agreement/receipt.	D			
Properly file all necessary documentation in its appropriate file within The Alaska Club	D			
Communicate any potential problems or conflicts with Personal Training Manager/ Personal Training Director	D			
Keep the Personal Training office or file areas tidy as well as the fitness floor areas	D			
Pick up and return any equipment or weights used during or after each session	D			
Make sure all forms/equipment necessary for a consultation are all readily available and stocked before appointment time. (includes FC form, PT agreements, body fat calculator, and price presentation binder)	D			
Adhere and enforce the Club policies.				
Prevent and mediate conflicts through awareness	D			
Be energetic, friendly and helpful to all members	D			
Make Fitness Director or Operations Manager aware of any equipment malfunctions or needs	D			
Read information provided by supervisor including email	D			
Reinforce the healthy lifestyle approach	D			
Guide participants toward educational and motivational resources	D			
Represent The Alaska Club in a positive manner whether on or off the job.	D			
Maintain a safe work area.	D			
Create client files after sale for the personal trainer and file appropriately in the trainers inbox. (Includes liability waiver, ParQ, and agreement)	D		M	
If all tasks are completed, to maximize time, FCs are required to generate leads from members on the floor.	D			
Return all phone calls within a 24 hour period	D			
Check email daily – reply as directed in emails	D			
Fitness Consultants must use their club email account when communicating with clients/staff via email	D			
Fitness Consultants must perform production based work during any no show appointment.	D			
Vacation or Leave must be requested and approved 30 days in advance and may be denied by the PT network director.			M	
Attend all required Department Meetings, Club Meetings and Business Building Meetings			M	
Fitness Consultant closing percentage must be 30% or greater.			M	
A minimum of 60% of your fitness consultations are showing up to scheduled appointments.			M	
A minimum of 10 self-generated leads per month.			M	
Fitness Consultant must complete all confirmation calls daily.	D			
Fitness Consultant must complete all non-booked calls weekly.		W		
Fitness Consultant must follow prescribed hierarchy list provided by the Personal Training Manager when assigning new clients to a trainer.			M	
All PT clients must be scheduled by Fitness Consultant for their first session, and alert trainer via email.	D			
Maintain current CPR/AED certification.				Y
I understand the above listed tasks and duties and I can and will perform them in their entirety.				

Employee's Signature

Date

Manager's Signature

Personal Training Compensation Plan

Compensation Plan		Name	Club
Fitness Consultant			
Base Pay/Hourly		\$11.73	
Personal Sales Commission		Variable	
EFT PT Packages*		2%	\$0-\$14,999
		5%	\$15,000-\$24,999
		7%	\$25,000+

Commission will be paid out on new PT package sales only.

Legacy PT Packages**	6 Sessions	\$13.00
	12 Sessions	\$20.00
	24 Sessions	\$30.00
	36 Sessions	\$40.00

*EFT sales commission will be based on total contract value sold for each month.
 **Legacy sales commission will be based on each package sold.
 ***Employee must be in good standing to receive commission
 NOTE: For non-designated FC employees, please enter the name of member for each fitness consultation on employee's schedule for pay period and total number of consultation on payroll form.

Employee Signature

Date

Manager Signature

Date