



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" data-rs="3" style="text-align: center;">For persons under age 18 who are unable to present a document listed above: <li data-kind="ghost"> <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/Ninjio
- ☐ 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

The Alaska Club Personal Training Compensation Plan

Effective: January 2024

Name:

Club:

EFT Comp Plan	
PT30 - 30 Minute Sessions	Per Session
Advanced	\$10.50
Expert	\$12.25
Master	\$14.00
PT60 - 60 Minute Sessions	Per Session
Advanced	\$19.25
Expert	\$22.75
Master	\$26.25



THE ALASKA CLUB

Paid In Full Comp Plan	
60 Minutes Sessions	Per Session
Advanced	\$25.00
Expert	\$29.00
Master	\$33.00
GoodLife Session & Employee PT333	Per Session
Advanced	\$18.00
Expert	\$18.00
Master	\$18.00

Trainer Level:	
Circle One	Expert
Advanced	Master

Session Hours Trained Bonus	
Additional \$ Per Hour Each Month*	
Hours Trained	Advanced Trainer
80 - 99 hours	\$2.00
100+ hours	\$3.00
Hours Trained	Expert Trainer
40 - 59 hours	\$2.00
60 - 79 hours	\$3.00
80 - 99 hours	\$5.00
100 - 119 hours	\$6.00
120+ hours	\$7.00
Hours Trained	Master Trainer
40 - 59 hours	\$3.00
60 - 79 hours	\$4.00
80 - 99 hours	\$7.00
100 - 119 hours	\$8.00
120+ hours	\$10.00

Additional Compensation	
No-Show/Late Cancel	
All Trainer Levels	\$11.73 per hour
Complimentary Session	
All Trainer Levels	\$11.73 per hour
Administrative Wage**	
All Trainer Levels	\$11.73 per hour
Prep Time	
30 min. session = 10 min.	
60 min. session = 15 min	
All Trainer Levels	\$11.73 per hour

Fitness Consultation Comp Plan	
60 Minute Sessions	Show or No Show
All Trainer Levels	Per Session
	\$11.73 per hour
EFT PT Packages	
2% Commission	\$0-\$14,999
5% Commission	\$15,000-\$24,999
7% Commission	\$25,000+
EFT sales commission will be based on total contract value sold for each month.	
Legacy sales commission will be based on each package sold.	
Legacy PT Packages	
6 Sessions	\$13.00
12 Sessions	\$20.00
24 Sessions	\$30.00
36 Sessions	\$40.00
Commission will be paid out on new PT package sales and upgrades only.	

* Session Hours Trained Bonus is based on trainer experience level.
 ** Personal Trainer Connect, club, and other meetings pay admin wages.
 ***Starting 2024, Personal Trainers that train 60 or more session hours in a month will be eligible to use Group Ex classes towards session hour bonus that month
 Employee must be in good standing to receive session hours trained bonuses.

Personal Training Signature

Date

Personal Training Manager Signature

Date

Task and Duties List

Job Title: Personal Trainer
 Department: Personal Training
 Supervisor: Personal Training Manager/PT 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

	1	2	3	4
SALES & RETENTION				
Follow appropriate exercise program guidelines based on your certification(s) and follow appropriate training protocol				
Guide participants toward educational and motivational resources				
Record each session's workout for the clients file on client calendar and workout logs.				
Trainers can do complimentary sessions to maximize their efficiency based on part/full time with PTM approval				
Client retention must be 85% or greater (active client = someone who has trained in the past 2 weeks)				
Trainer is required to each month to renew, upgrade or sell a new client (minimum expectation)				
Sales Closing % of Complimentary Sessions must be 25% or greater				
Your PT availability is set each quarter with PTM approval and sessions will be booked 4 weeks in advance (All times)				
Trainers must conduct monthly assessment to track results and show clients progress. Must document on client calendar				
TRAINER POLICIES & PROCEDURES				
Be 10 mins. early to your first appointment and on time to all other appointments				
Meet & Greet 1 st time clients at the Front Desk				
All paid in full sales are to be rung up through the Member Support Desk. At no time should Trainers be accepting payments directly from Clients				
All time incurred contacting members or spent on designing programs for Clients is part of the prep time pay				
Property file all necessary documentation in its appropriate file within The Alaska Club				
Communicate any potential problems or conflicts with Personal Training Manager/ Personal Training Director				
Keep the Personal Training office or file areas tidy as well as the fitness floor areas				
Pick up and return any equipment or weights used during or after each sessions				
Follow appropriate exercise program guidelines based on your certification(s) and follow appropriate training protocol				
Adhere and enforce the Club policies				
Prevent and mediate conflicts through awareness				
Be energetic, friendly and helpful to all members and clients				
Make Fitness Director or Operations Manager aware of any equipment malfunctions or needs				
Represent The Alaska Club in a positive manner whether on or off the job				
Maintain a safe work area				
Trainers must use their club email account when communicating with clients/staff via email				
Trainers must perform work during any session no show to be paid for this time				
All PT sessions must be trained before the session expiration date.				
All Personal trainers who are teaching team training are required to have at least 1 active client				
All Trainers must conduct a minimum number of 10 sessions (hours) per pay period to maintain their position				
Attend all required Department Meetings, Club Meetings and Personal trainer connect (PTC)				
Maintain certification and submit renewal certification upon expiration date of previous certification				
Maintain current CPR/AED certification				
PERSONAL TRAINING ADMINISTRATIVE DUTIES				
Obtain ALL Signed Series Sales Vouchers and turn them in with your payroll				
Check email daily - reply as directed in emails				
Payroll must be submitted by its due date				
Vacation or Leave must be requested and approved 30 days in advance and may be denied by the PTM or Network Director				

I understand the above listed tasks/duties and I will perform them in their entirety.

Employee Signature

Date

Manager Signature

No-Show Policy

Date: May 1, 2021

To: Personal Training Manager, Personal Trainers, and Fitness Consultants

From: VP of Membership Development and Personal Training

The Alaska Club personal training department is committed to delivering excellent 5B's service. Our objective as fitness professionals is to ensure our clients and members are working out regularly. In some cases, clients will no-show their personal training sessions without merit or reasonable cause. It is up to the personal trainer to ensure the client is held accountable to attending their sessions which is why we reserve the right to deduct the missed sessions from their PT package. It is also the trainer's responsibility to determine whether it would be more beneficial to the client to reschedule the session versus a no-show. The Alaska Club has updated our no-show policy as defined below.

Trainer Responsibilities

- Trainer can no-show a client a maximum of 2 times per month (un-initiated by client)
- Trainer must document no-show on PT tracking sheet immediately
- If ticket is pulled, trainer must write "No-Show" on ticket
- If client initials by their no-show on PT tracking sheet, trainer is eligible to claim additional no-shows
- No-show sessions will be paid at rate listed on trainer's comp plan
- Trainer must abide by club's no-show protocol – activities include:
 - Team clean, spotting members, helping front desk, admin work, or any additional responsibilities assigned by PTM
- Best Practices:
 - Trainers should create a make-up day available to clients who need to reschedule
 - Trainer and client must have an open communication line including confirmation texts, birthday texts, workout reminders, and "How are you?" check-ins
 - Client calendars should be updated and reviewed with client weekly
 - Give great service and your clients won't no-show. They will want to come back!

PT Manager Responsibilities

- After two consecutive pay periods with same client no showing, PTM reviews client folder with trainer and helps create solution
 - PTM will observe a session within the following week and provide feedback to trainer
 - PTM will call client within the following week to ensure quality of service and expectations are being met

I have read and agreed to adhere to The Alaska Club Professional No-Show Policy.

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