

## STAFF PAY RATE DOCUMENTATION POLICIES AND PROCEDURES

**Purpose:** These policies and procedures are used to keep a consistent protocol with the Personal Training and Fitness Instructor staff positions when documenting pay rate justifications.

**Scope:** These policies are used for all the Fitness & Wellness Personal Trainers and Group Fitness Instructors.

### **Policies:**

- I) PERSONAL TRAINING & FITNESS INSTRUCTOR PAY RATE DOCUMENTATION POLICY
  - a) It is the Personal Trainer's and Group Fitness Instructor's responsibility to provide documentation of any advancement in skill or experience and request a pay rate audit by providing any relevant certifications/training certificates and an updated fitness resume including any conferences attended, presentations, relevant certifications, or additional fitness employment.
  - b) Once the necessary information is received, the F&W professional staff will conduct a pay rate audit based on the appropriate qualification chart (provided at the employee request) to evaluate whether the current pay rate is reflective of the staff members training and experience.
  - c) If the pay rate is determined to be too low, a new rate will be agreed upon and sent to Rec Sports HR for processing. All pay rate increases are subject to be approved by Fitness & Wellness professional staff, Business Office professional staff and Associate Director of Programs.
  - d) The Fitness & Wellness professional staff will keep documentation in the staff member's personnel file.