**Staff Personal Training Policy**

At Fernwood we encourage all of our staff to engage in a fit and healthy lifestyle and welcome the opportunity for our staff to take part in personal training sessions at a heavily discounted rate. The staff training rate is calculated to cover the Personal Trainer’s wage expense and on costs to the club. Any staff who wish to participate in personal training must cooperate with the same rules that are in place for a member including;

1. A health questionnaire must be completed before taking part in the sessions for your trainer to access and any changes in your medical history should be discussed with your trainer.
2. No payment, no session. All sessions must be paid for in club or on the app prior to the session commencing.
3. Bookings must be made in advance via the app or in club booking platforms.
4. 12 hours’ notice must be provided to cancel your session with your trainer
5. Sessions cannot be transferred to another member
6. Sessions cannot be transferred to another club

**Resignation or Termination**

1. Upon resigning or being terminated that staff member should endeavor to use their remaining Personal Training Sessions in their notice period
2. In the event a staff member is immediately terminated, and they still have personal training sessions in credit the club will refund the amount to the staff member in 7 business days
3. If the staff member remains a member after employment has finished, they can use the balance of any remaining sessions, however all sessions purchased from the date employment finishes should be charged at the member rate.

**Personal Trainers training with Personal Trainers**

Personal trainers can train each other as client and trainer at no cost in lieu of the other trainer then training the other.

**Cash payments**

Under no circumstances are trainers to accept cash payments from any staff or members for personal training sessions conducted at a Fernwood club or with a Fernwood member or employee outside of the Fernwood club. Accepting cash is a breach of contract and will result in further performance management including and not limited to; a first and final warning or termination of employment.

**Purchasing Staff PT in Exerp**

Staff PT sessions are available for purchase through the Exerp Front Desk using the item **Staff PT Session** and should be purchased in club against the staff members' account. This will then allow the booking to take place in their name and be accurate for payroll reporting etc.

Recommended rate for a staff PT session is $25.00.

If you need this set up for your club please contact [helpdesk@fernwoodfitness.com.au](mailto:helpdesk@fernwoodfitness.com.au)