Employee Handbook/Personnel Policy

All Policies in this handbook become effective September 1, 2011
In this handbook “GymQuest” will respectively refer to GymQuest of Plainfield LLC and DanceQuest of Plainfield.
WELCOME FROM THE OWNER

Welcome to GymQuest. We are pleased that you have chosen to work with our Company. In the pages to follow you will find helpful information regarding our employment policies as well as benefits available to you as a GymQuest Gymnastics employee.

GymQuest takes great pride in being a prestigious gymnastics training center. Our ability to maintain GymQuest’s reputation and to continue to grow and prosper is directly related to your enthusiasm, performance and loyalty as a member of the GymQuest Staff team. We hope that you will find your work challenging and rewarding. Working together, we can continue to progress by providing our customers with quality service and products.

Should you have any questions, whether addressed in this handbook or not, please feel free to raise them with your direct supervisor. We are available to assist you and provide you with whatever information you need.

ABOUT THIS HANDBOOK

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued.

This handbook may be amended from time to time without prior notice to employees.

Both the Company and an employee have the right to terminate the employment relationship at anytime, with or without cause or notice.

Please understand that not just any representative of GymQuest other than the owner or management has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by any Owner or Manager will not be enforceable unless it is in writing and signed by all parties involved.

Any reference to one gender applies to both genders. In this handbook “GymQuest” or “Company” will respectively refer to GymQuest of Plainfield LLC and DanceQuest of Plainfield.

Sincerely,

Rob Brown
Owner GymQuest
EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of GymQuest to afford Equal Employment Opportunities regardless of race, religion, color, national origin or sex. Further, all applicable laws relating to age, marital status, disability and discrimination will be strictly adhered to. This policy of Equal Employment applies to all aspects of the employment relationship.

The Company expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law.

Employees who wish to register a complaint regarding any job related harassment based on race, color, religion, sex, national origin, disability or other protected factor should follow the procedure set forth in the Sexual Harassment policy.

HARASSMENT POLICY

I. WHAT IS MY COMPANY’S POLICY ON HARASSMENT?

It is the Policy of GymQuest to maintain a safe and professional work environment free of harassment for all of its employees. To that end, the company has adopted the following policy:

The Company strictly prohibits sexual harassment of any employee. The Company strictly prohibits all other forms of harassment of any employee based upon that person’s race, color, religion, ethnicity, national origin, age, disability, sexual orientation or pregnancy. The Company is committed to the prevention of any and all impermissible harassment. To that end, the Company’s position on harassment is one of “Zero Tolerance.”

II. WHAT IS HARASSMENT ANYWAY?

Harassment includes ethnic slurs or racial epithets, name-calling, jokes, cartoons, pictures, gestures, unwelcome physical touching, and other conduct based on a person’s sex, race, color, religion, ethnicity, national origin, age, disability, sexual orientation or pregnancy.

Harassment can occur between an employee and a non-employee, customer or vendor. Our company will not tolerate harassment of customers or vendors or harassment by customers or vendors.
Sexual harassment is defined as:
unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment can take the following forms:

sexual remarks, jokes, or other sexual conduct that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment;

display of sexually suggestive objects or pictures;

personnel decisions by supervisors or managers regarding promotions, raises or scheduling based on an individual's submission to or rejection of sexual advances; or submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

Harassment can occur between any employees, male or female, whether supervisor or not, or between an employee and a client, customer or other non-employee.

III. WHO DOES THIS POLICY APPLY TO?

This harassment policy applies equally to all persons employed by this company. Harassment can apply to conduct outside the workplace as well as on the work site.

VI. WHAT SHOULD I DO IF I FEEL I'M BEING HARASSED?

All employees have a right to work without harassment. If any employee feels that they are being harassed by a co-worker, a supervisor, a manager, a vendor or a customer, they should make an effort to immediately tell the harasser to stop the offending behavior.

All employees are advised that no member of management, regardless of their title, is authorized to condition tangible employment actions — e.g., promotion, demotion, etc. — upon submission or opposition to harassment of any kind. A threat or an attempt by any supervisor or member of management to take such actions should be reported immediately, if possible, before any tangible employment action takes place.

This company has an “open-door” policy. This means that any employee who feels harassed is required to immediately and personally report the harassment to the acting Gymnastics Manager, or Dance Director.
An employee is not required to first report harassment to a supervisor. An employee may report harassment to any of the people listed above.

If any employee witnesses another person being harassed, that employee should report the harassment to one of the people listed above.

V. WHAT WILL HAPPEN AFTER I REPORT HARASSMENT?

Such reports will be investigated thoroughly and promptly according to the company's investigative procedure. The facts of each case will determine the response to each allegation. Appropriate disciplinary action, up to and including discharge, will be taken if it is determined that an employee has violated the Company's policy on harassment.

All information regarding any specific incident will be kept confidential within the necessary boundaries of the fact-finding process.

Reprisals or retaliation against the employee reporting the allegation of harassment will not be tolerated. The employee reporting the allegation of harassment will be kept updated as to the investigative process and the final outcome. Employees making false claims of harassment will be subject to disciplinary action.

EMPLOYEE RECORDS

It is the policy of GymQuest to maintain complete and accurate employee records. Employees are responsible for notifying the Manager of changes relating to personal information such as home address, telephone number, marital status and number of dependents promptly and accurately. Incorrect or wrong W2's are the responsibility of the employee. Any fees incurred as a result will be charged to the employee.

DRUGS AND ALCOHOL

GymQuest is strongly committed to maintaining a safe and healthy working environment for all its employees with the expectation that all employees will complete their duties at an acceptable performance level and be unimpaired by drug and alcohol use. The use of alcohol and/or drugs can undermine employee productivity, the quality of Company products and the Company image. For these reasons the Company has implemented the following policy.
On-the-Job Use, Possession, Sale, Distribution or Manufacture

The use, possession, sale, distribution or manufacturing of non-medically prescribed controlled substances or of alcohol by anyone while on Company business or on Company property is prohibited. Further, employees are prohibited from being at work under the influence of drugs or alcohol. Violation of this policy by an employee while on Company premises or on Company business will result in disciplinary action up to and including discharge.

Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to a violation of this policy.

Any illegal substances found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

Employees are required to notify the owner of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction.

COMPENSATION POLICIES

CLASSIFICATIONS OF EMPLOYMENT

The following employment classifications are used throughout this Handbook for purposes of salary administration and eligibility for various employee benefits.

Exempt Employee - An employee who is exempt from the overtime provisions of the Fair Labor Standards Act of 1939, as amended.

Non-Exempt Employee - An employee whose work is subject to the overtime provisions of the Fair Labor Standards Act of 1939, as amended.

Temporary Employee - An employee who is hired either on a full-time or part-time basis to work for a definite, specified period of time.

WORK HOURS

Daily and weekly work schedules may be changed from time to time at the discretion of the Company to meet the varying conditions of business. Changes in work schedules will be announced as far in advance as possible. Typically, summer hours are different and fewer.
PAY PERIODS/TIME SHEETS

Employees are normally paid by check every other week. Payday is on Thursdays and will be available for pickup by 9 am. Direct deposit will occur on the preceding Tuesday. All required deductions, such as for federal, state and local taxes, and all authorized voluntary deductions will be withheld automatically from paychecks.

Employees are responsible for ensuring that time records are accurate and complete. Falsification of time records will result in disciplinary action up to and including discharge.

Once signed out, loss or stolen paychecks is the responsibility of the employee. All charges and fees incurred as a result will be charged back to the employee. Direct Deposit is available. Forms are available through your supervisor and once turned in direct deposit can take up to 10 business days or approximately 1 pay period to take effect.

OVERTIME

Employees may occasionally be asked to work beyond their normally scheduled hours. When this occurs, the Company will provide as much advance notice as possible. Non-exempt employees who are required or permitted to work over-time will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act, state laws, and the Company policies as follows:

All overtime must be approved in writing, in advance by the Gymnastics Manager or Dance Director.

All hours worked beyond an employee’s regular schedule must be approved by the Gymnastics Manager or Dance Director.

Non-exempt employees shall be paid one and one-half their regular rate for all prior approved hours worked in excess of 40 hours in each work week.

Hours worked means time actually spent on the job. It does not include hours away from work due to vacation, sickness, or holiday even where these days are compensated. Unpaid sick leave, personal leave or any other time away from work is also not considered hours worked. The work week begins on Sunday and ends on Saturday.

Several times each year GymQuest and DanceQuest will host special events. At this time a stipend may be given to all employees working such events. Event Director will communicate pay rate for special events prior to the event.
**PERFORMANCE APPRAISALS**

Each employee's job performance will normally be reviewed with the employee as needed. At that time, the employee will receive a copy of a written performance appraisal form that has been completed by his immediate supervisor. A copy of the form will also be included in the employee’s personnel file. The employee will also be asked to fill out the performance appraisal form to evaluate how the employee thinks he/she is performing.

This method will provide each employee with an opportunity to note major accomplishments and progress as well as performance problems.

Here are some ways to make you more valuable to the Company:
- Do more than expected
- Always get to work on time or early
- Always show an interest to learn more
- Keep your groups busy at all times
- Really care that your kids learn something
- Ask yourself, “Have I improved my knowledge of gymnastics/dance?”

**DISMISSAL FROM EMPLOYMENT**

Illinois is an “employment-at-will” state; this means that you can be dismissed at any time, for any reason except discrimination.

*Note:* GymQuest has no policy of severance pay, aside from paying for any back hours the employee has actually worked.

**BENEFITS**

**PAID HOLIDAYS**

GymQuest is closed in observance of the following holidays:

In the event a Holiday falls on a non work day the employee is granted a “Holiday Day”. This must be a pre approved absence that does not affect classes.
**VACATION**

Vacation will be negotiated for full time hourly and salaried employees and will not exceed 80 hours maximum per year.

**HEALTH INSURANCE**

Only staff hired as Full time hourly or Full Time salary will qualify for health insurance benefits. Employee contributions to their health care will depend on health care premiums the company is charged. Dental is available at 100% cost to the employee. Spousal health and dental coverage is not available.

**SICK TIME**

Full time hourly and salaried employees will be allowed 3 sick days per year. In the event employee does not use any sick time in a year they will be allowed 1 paid well day off.

**REQUESTS FOR TIME OFF**

Requests for time off will be considered on a first requested/first granted basis. Please understand that our first priority must be our students, so not all requests for time off will be able to be granted. No more than one Full Time staff will be approved for time off unless special arrangements have been made and prior approval has been given in writing.

**SUBS**

If you are in need of a sub, you must fill out a request for absence form and receive approval prior to a sub sheet being placed in the sub book. We cannot have numerous subs and multiple people gone at the same time. If you need to schedule something, please do this outside of your work hours. The kids and other staff members depend on you being there to coach. The Request for absence form is located behind the front desk in the time card book.

**DISCOUNTS**

All GymQuest employees and their children receive a 10% discount on any Pro Shop purchase for merchandise and 20% off all classes. Other discounts will not apply.
MILEAGE REIMBURSEMENT

Mileage reimbursement is to be calculated in the following manner for approved company business:

The employee must supply the company with MapQuest/Google/Rand McNally etc directions to the destination from one of the following starting address: the employee’s home or the Company (14511 S. New Van Dyke Plainfield, IL 60544).

Mileage is to be paid either from the employee’s home or from the Company, whichever is the shortest distance to the destination. Mileage will be paid for miles driven to meets or other approved events/activities/duties that are not held at 14511 S. New Van Dyke.

The Federal government sets the mileage reimbursement rate and it varies. Please check the internet for current mileage rates prior to submitting your request.

Attach the directions to a check request form, located at the front desk and turn it in to the manager.

Please allow 2 weeks for your reimbursement check.

LEAVES OF ABSENCE

It is the policy of GymQuest to consider leaves of absence for any eligible employees on a non-discriminatory basis. Leaves of absence will be considered in cases of medical disabilities and in cases of personal emergency, military duty or bereavement. Unless specifically provided otherwise, all leaves of absence are available only on an unpaid basis.

Requests for leaves of absence must be made in writing as far in advance as possible to the Gymnastics Manager or Dance Director. Granting of leaves of absence will depend upon the needs of the business and the nature of the request.

If an employee accepts other employment or fails to return to work on the next regularly scheduled work day following the expiration of the approved leave of absence, the employee will be considered to have voluntarily resigned.

JURY DUTY

Employees called upon to serve on jury duty will be granted time off with their length of service retained. The employee may use paid vacation for jury duty leave. GymQuest will pay the difference of what the court pays.
FUNERAL LEAVE

Employees are allowed a leave of absence up to three paid days off for the purpose of arranging and attending the funeral of the employee's father, mother, sister, brother, spouse, child or grandparent. Such leaves will not include unscheduled work days. Additional vacation or sick time may be used.

FLU SHOT

GymQuest will reimburse any employee wishing to get a flu shot. A receipt showing the amount paid, date and description of the shot must be shown. Reimbursement will be in the form of a check.

EMPLOYEE RELATIONS

PERSONAL APPEARANCE AND DEMEANOR

Discretion in style of dress and behavior is essential to the efficient operation of the Company. Employees are, therefore, required to dress in appropriate attire and to behave in a professional, businesslike manner. Appropriate attire would be shorts, yoga pants or sweatpant with a t-shirt, sweatshirt or polo shirt that displays the GymQuest Gymnastics logo. All GymQuest employees are required to wear a t-shirt, sweatshirt or polo shirt that says “GymQuest Gymnastics” on it at all times while working; with the “GymQuest Gymnastics” visible. Bare midriffs, short shorts, low cut tops, and jeans are unacceptable while coaching. Employees should use judgment in their choice of work clothes and appearance and remember to conduct themselves at all times in a way that best represents them and the Company.

Coaches should keep their hair neat; and if shoulder-length or longer, it should be pulled back. Hoop, dangle earrings, nose rings, lip rings or other potentially dangerous piercings should not be worn while working in the gym due to safety concerns. Earrings should not be worn high on the ears while working in the gym because a student could catch it while doing a skill and rip the ear. Any other body jewelry should not be visible while coaching.

Each staff member will be given an appropriate amount of “GymQuest Gymnastics Staff” t-shirts. These are provided at no cost, but must be returned at termination of employment. Additional GymQuest Gymnastics items are also available for purchase in the Pro Shop. If any member of the GymQuest Gymnastics staff comes to work without an appropriate shirt, a staff t-shirt will be given to that employee by a member of GymQuest Gymnastics management with the understanding that they will immediately
change. The staff shirt is then to be laundered and returned to the management within two days or the employee will be charged for the shirt via payroll deduction on their next paycheck. **If you fail to wear an appropriate uniform, expect to leave for the day (without pay).**

**TRAINING**

There will also be regularly scheduled training times during each session at which attendance will be mandatory. Again, you will be given as much notice as possible with regard to training days and times. Attendance at trainings is directly related to your performance evaluation.

**PARKING**

We expect our staff to leave the best parking spaces for our customers. All staff members' working classes during our peak times are expected to park in the back row far away from the doors.

**FACILITY KEYS**

Keys are handed out on an as-needed basis. It is absolutely forbidden to make duplicates of the gym key, and the key must be returned promptly on termination of employment. Never lend your key to anyone without permission. No employee is allowed in the facility after hours without permission from their supervisor.

**PERSONAL BELONGINGS**

GymQuest Gymnastics does not provide a locked area for staff members to store their personal belongings. We recommend that any valuable items be left at home, as GymQuest will not be responsible for items that may get lost, broken, stolen, etc.

**PHONE CALLS**

Personal phone calls are to be limited to a minute or so, and only for an emergency. NO personal or long distance calls may be made from the gym phones. No texting, email, etc during your scheduled working hours. Phones must be turned off in the coach’s area.
EMPLOYEE SUGGESTIONS

We encourage you to recommend ideas to improve operations, increase safety and promote innovation. We use your suggestions to help further this Company. We definitely respect your opinions. Let the Gymnastics Manager or Dance Director know if you have some ideas.

CONFIDENTIALITY

Any information concerning the business affairs of GymQuest, its suppliers, customers, employees or personnel associated with the Company, is confidential and restricted. Employees may not reveal any information except under the direction of Management or with Management’s approval. Questions concerning this policy including what constitutes confidential information should be referred to the Manager.

Further, the Company expects that any knowledge, techniques, written materials and other information relative to the Company's business developed during employment remain the property of the Company.

COMPANY EQUIPMENT

Employees are responsible for the proper use, protection and maintenance of all equipment and other property furnished or made available to them by the Company. Unauthorized or abusive use of such property is prohibited.

At no time may any Company equipment be removed from the premises without the prior permission of the Manager.

All equipment, keys and other property of the Company must be returned on the last day of employment, or sooner, if requested.

ATTENDANCE AND PUNCTUALITY

We have an old fashioned view about this: If you accept a work time slot, your job comes first. If you aren't willing to place your work responsibility first, you shouldn’t accept the job. Myth: Getting a sub replaces your responsibility to be at work. Fact: Getting a sub does damage, intended or otherwise, to your students, your co-workers, to you and to your Company.
Regular attendance and punctuality are very important at GymQuest. Employees are expected to begin and end work on schedule. The Company recognizes that circumstances beyond an employee’s control may cause him/her to be absent from or late for work. If you are going to be late or absent, you must call and speak to the Gymnastics Manager or Dance Director to notify them of the reason for your tardiness or absence. We will ask you if this is an emergency and we will ask you why. Then we'll see if a sub is needed. If a sub is needed, and your situation is not an emergency, it is your responsibility to find a replacement coach for your class or classes. If no sub is available, you are expected to teach your class.

There are only 3 situations in which you may call in an absence without having a sub for your class – 1) Death in your immediate family, 2) Your severe SUDDEN illness, or 3) your child’s severe SUDDEN illness and you have no sitter available. Should an employee be unable to report to work due to illness, he/she must notify the Gymnastics Manager or Dance Director as soon as possible. If you are ill in the morning you must call the Gymnastics Manager or Dance director IMMEDIATELY for your AM classes as well as your afternoon or PM classes. The greater the advance notice the easier it is for you to find a sub.

Leaving a Voicemail, text message or email is unacceptable in regards to absenteeism or subbing. You must SPEAK to your supervisor. Failure to properly notify the Company of tardiness or absence will result in an unexcused absence. Excessive absenteeism or tardiness in connection with scheduled work times, breaks and meal periods will result in disciplinary action up to and including discharge.

Employees who are absent from work for more than 2 consecutive workday without giving proper notice to the Company will be considered to have voluntarily resigned.

We place a great deal of importance on being on time for work and starting and ending your classes on time. This is paramount. Having time to get ready for your class physically and mentally is important. Greeting the students and their families is absolutely crucial. Our ability to make those people entering our doors feel special is your utmost responsibility. You are to be in the gym at least 10 minutes before your first class begins. 15 minutes prior if there is equipment needing to be set up at a satellite location.
Your duties during the time *before* your class starts include the following:

- Check your mailbox
- Get the gym ready for class by setting up stations, etc.
- Always go to the lobby and greet parents and students

Your duties *between* your classes include the following:

- Check attendance sheet for next class
- Get gym ready for class by checking stations, etc. (not just for your class, but for all classes)
- Take care of any personal business that needs to be done before your next class begins (use restroom, get a drink of water, etc.)
- Greet parents and students

Your duties *after* your class times for a given day include the following:

- Make sure your attendance sheets have been filled out properly
- Clean up the gym area if your level of classes for the day is over (put away mats, cylinders, wedges, etc.)
- Write your time worked on your time sheet
- Check your mailbox for messages
- Be sure all of your students have been picked up or have rides available before you leave at the end of your class
- Complete the required side work that you are assigned.
GUIDELINES FOR APPROPRIATE CONDUCT

The Company expects all employees to conduct themselves in a professional manner, reflecting positively on the Company, the staff and customers. Teaching children is an awesome responsibility. They look up to and admire you.

The following and related types of misconduct are prohibited:

1. There will be absolutely no smoking on the premises.
2. Reporting to work intoxicated or under the influence of non-prescription drugs, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs.
3. Bringing or using alcoholic beverages on Company property or using alcoholic beverages while engaged in Company business off company property, except where authorized.
4. Using alcoholic beverages not on company property while in company attire.
5. No staff is allowed to befriend students, customers, or parents on Facebook, My Space, Twitter or any other social media site or have any communication with students by email, text, Twitter, FaceBook, Myspace etc.
6. Treating a student, parent or co-worker in a demeaning manner.
7. Use of vulgar language and jokes is prohibited in the presence of customers/students.
8. Falsifying employment or other Company records.
9. Excessive absenteeism or tardiness.
10. Fighting.
11. Theft of property from co-workers or customers of the Company (inaccurate time sheet statements are considered stealing money).
12. Dishonesty – This includes lying (we consider untruthfulness about why you requested time off as lying).
13. Insubordination.
14. Being in the building without permission from the Manager.
15. Failing to maintain the confidentiality of GymQuest, customer or client information.
16. Disregarding safety or security regulations – This includes blatant disregard for equipment failures and refusal to report it and refusal to get help in spotting skills you know you need work on.
17. Soliciting gratuities from customers or clients.
18. Unauthorized possession of firearms on Company premises or while on Company business.
19. Employees are forbidden from having any GymQuest student in their cars for any reason.

The above are only examples of common sense rules which experience has shown to be both necessary and most effective in maintaining sound working relationships. They
are only typical of cases which can result in disciplinary action ranging from verbal warning to discharge and are not to be construed as limiting or restricting disciplinary action to only the specific cases listed.

SOCIAL NETWORKING WEBSITES/TEXTING/EMAIL ETC

Employees need to understand that with the ability to use social networking comes responsibility. THESE RULES ARE FOR YOUR PROTECTION!!!!!!

GymQuest believes in using good judgment when participating in social networking programs like, but not limited to, Facebook, MySpace and Twitter. We expect that our staff will use good judgment in choosing the content or allowing inappropriate content to be posted on their site. The employee cannot post anything that could potentially embarrass or otherwise reflect poorly on our organization, staff, parents or participants. This policy is one of common sense. Where no policy or guidelines exist, staff/members should use their judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

Should a staff member or team member post offensive, threatening or inappropriate content or content potentially damaging to our business, they risk not only losing their position, but also run the risk of legal action.

No employee is allowed to befriend students on FaceBook, My Space, Twitter or any other social media site or have any communication with students by email or text message.

No employee is allowed to drive a student.

No employee is allowed to be alone with a student away from the facility or at the facility. Another employee must be present.

SAFETY

The Company makes every reasonable effort to ensure a safe working environment and expects all employees to be safety conscious. Employees should report any unsafe or hazardous conditions directly to the Gymnastics Manager, Dance Director or General Manager. Every effort will be made to remedy problems as soon as possible.

In case of an accident involving a personal injury or a student injury, regardless of how serious, an employee should call 911 if necessary, a member of management, and fill out an accident form immediately. In the event of a personal injury, if there is no paperwork filled out immediately after the incident and your supervisor was not notified your workman’s compensation benefits (if they apply) will be in jeopardy.
RECEIPT OF EMPLOYEE HANDBOOK/PERSONNEL POLICY

I acknowledge receipt of my copy of the GymQuest and DanceQuest Employee Handbook and understand I am obligated to read and familiarize myself with its contents.

The purpose of this handbook is to provide brief, general information on Company benefits and employment practices. The content of this Handbook is subject to change without prior notice to employees. As such I understand that GymQuest does not intend to create a contract of employment by placing these matters in writing.

I understand and agree my employment with GymQuest is for no definite period of time and that GymQuest may elect to discontinue my employment relationship for whatever reason it considers proper and at any time. I, likewise, may leave the Company for whatever reason I consider proper and at any time.

Name________________________________   Date _____________________

Signature _____________________________________________________