**(Agreed 5th March 2021)**

**Proposed Management of Exercise Class Instructors across ABC Indoor Leisure**

* **Applicable currently for SLLC**
* **Applicable from “go live date” for all other Indoor Leisure sites**
1. **Regular/Scheduled Exercise Classes**
	1. Managers will review all class programmes at all centres
	2. Staff will be offered a contract to deliver future classes where these are
		1. required as part of the programme and
		2. where these are required on a repeated/regular basis.

 This contract may be the staff members only contract with ABC Council or it may also be a second contract.

* 1. The rate of pay for all such regular/repeated exercise classes will be £20 per hour (or £30 per hour for classes over 40 customers and £25/£35 for Pilates/yoga). These rates of pay are determined using the market supplement process in order to enable ABC Council to recruit high level Exercise Class Instructors.
	2. NJC agreements will apply as appropriate to payments for classes.
	3. Managers will endeavour to schedule all such regular classes within staff members’ shifts of their first contract however, this may not always be possible, and scheduled classes may be agreed between Managers and Exercise Class Instructors outside shifts of their first contract.
	4. The combined hours of all contracts offered to staff members must not exceed 37 hours (average) per week.
	5. A Contracted Exercise Class Instructor, who only delivers classes (no second contract), must have a contract for all regular classes.
	6. All contracts - first contracts and second exercise classes contracts – will be
		1. Paid across 52 weeks per year
		2. Subject to any appropriate NJC agreements and subject to all relevant Council Policies.
1. **Ad Hoc Delivery of Classes - non-regular classes or where regular classes cannot be delivered by Contracted Exercise Class Instructors.**

Managers have two options for the delivery of these classes;

* + - 1. Use Casual Class Instructors or
			2. Use Contracted Exercise Class Instructors

as below.

* 1. **Casual Exercise Class Instructors**

In addition to Contracted Exercise Class Instructors, ABC Council will recruit Casual Exercise Class Instructors for the purpose covering non-regular classes or where regular classes cannot be delivered by Contracted Class Instructors. Managers may offer exercise class work to Casual Exercise Class Instructors on a one off and ad hoc basis – these are discretionary offers meaning that the offer of work can be taken up or declined by the casual worker. Managers should only offer such cover work to the same Casual Exercise Class Instructor for the same class (place and time) for a maximum of two occasions at a time. The rate of pay for all such Casual Exercise Instructors will be £20 per hour (or £30 per hour for classes over 40 customers and £25/£35 for Pilates/yoga). NJC agreements will not apply to casual workers.

* 1. **Contracted Exercise Class Instructors**

Managers may offer exercise class work to contracted Exercise Class Instructors as **voluntary overtime** – these are discretionary offers meaning that the offer of work can be taken up or declined by the staff member. Pay rates are those stated in 1. c above and NJC agreement apply as appropriate.

1. **Freeze and Catch up** ( When changing from legacy system to this proposed system) – This may apply but only if hourly rates for new contracted classes delivery are lower than previous “on shift” classes delivery – previous (prior to March 2021 for Armagh and Banbridge staff ).

“Off shift” classes, under this proposed system, are either now;

* 1. Contracted or
	2. No longer regularly delivered by the instructor.
1. **Self-Employed Instructors** – The Project Board paper (22nd June 2020) allows for the use of self-employed exercise class instructors – further work would be required to introduce such a resource.