



Welcome to Full Circle Martial Arts Academy!

As an Instructor or Staff member (personnel) of Full Circle Martial Arts Academy (FCMAA), our mission is to cultivate healthy students in body, mind, and spirit by providing space to train and connect. We consider our personnel one of our most valuable resources.

We are pleased to present you with a copy of the FCMAA Instructor & Staff Handbook. Read it thoroughly and refer to it regularly. We look forward to your contributions to our vibrant and healthy community.

*Master Naomi Even-Aberle*

Master Naomi Even-Aberle

Executive Director

## **INTRODUCTION**

The Instructor & Staff Handbook is designed to introduce FCMAA and summarize its policies, procedures, and benefits. While it is not a contract, it provides a guide to the organizational practices of FCMAA.

FCMAA may need to change the policies and benefits discussed in this handbook. Therefore, FCMAA reserves the right to revise, adapt, and delete provisions. Personnel will receive updated material and are encouraged to keep copies for their records.

Nothing in this handbook is a contract or gives rise to contractual rights. FCMAA reserves the right to act in all personnel decisions. Participation is at will, meaning personnel can resign anytime. If you have questions, please see the HR contact.

### **Mission Statement**

Our mission is to cultivate healthy students in body, mind, and spirit by providing space to train and connect.

### **Vision Statement**

We are community builders, mentors, and friends working to redefine the role of martial arts as a tool for individual and community growth.

### **Values**

More than just a martial arts gym, we view our role of building strong students as contributing to a healthier community. We strive to be accessible, inclusive, responsive, collaborative, and responsible to our community.

## **WORK POLICIES**

### **Equal Employment Opportunity**

FCMAA is committed to equal employment opportunities. We do not discriminate based on any classification identified and protected by applicable federal, state, or local law. We aim to recruit, hire, and maintain diverse personnel and workforce.

FCMAA will take reasonable steps to remove workplace barriers to ensure accessibility to all personnel. We will reasonably accommodate any known physical or mental disabilities so qualified personnel can perform essential job duties.

### **Professional Conduct & Courtesy**

FCMAA exists to serve the public. Therefore, personnel should always be courteous and friendly to customers and visitors.

### **Drug & Alcohol-Free Workplace**

FCMAA provides a safe, drug and alcohol-free working environment. Therefore, FCMAA prohibits possessing, transferring, dispensing, distributing, selling, or manufacturing illegal drugs or alcohol while on FCMAA property. FCMAA also prohibits personnel from being under the influence while at work, whether or not they are on FCMAA property. This means the one (1) beverage rule also applies to staff at off-site meetings or events representing the FCMAA.

### **Smoking & Tobacco**

Smoking, smokeless tobacco, or vapor/e-cigarettes are banned while on FCMAA property.

### **Violence in the Workplace**

FCMAA is dedicated to providing a safe and healthy work environment free from violence and threats of violence from personnel, students, and visitors.

FCMAA has zero tolerance for violence in the workplace (physical altercations, verbal or written attacks, or the threat of the same). Individuals found instigating, threatening, or perpetrating violence will be subject to disciplinary action, including immediate termination.

If you become involved in a violent act in the workplace, immediately report the incident to your supervisor and the HR contact. If necessary, management will assist you in seeking appropriate medical treatment.

### **Sexual Harassment and Offensive Behavior**

FCMAA is committed to providing a work environment free from unlawful discrimination and harassment. FCMAA has zero tolerance for illegal discrimination or harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission or rejection of the conduct is used as a basis for making employment decisions; or,
3. Such conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Unacceptable conduct may consist of circulating inappropriate pictures, jokes, and stories, using derogatory or insulting names, making offensive comments, or inappropriate touching or repeated and unwanted contact, whether in person, in writing, or electronically.

If any FCMAA personnel experience or witness unlawful harassment or discrimination in the workplace, they should object to the behavior. They should report it immediately to their supervisor. If the supervisor is unavailable, personnel can contact HR directly. Personnel can raise concerns and make reports without fear of reprisal or retaliation.

HR will promptly and discreetly investigate all allegations of discrimination or harassment. Personnel will be informed of the study's outcome when the investigation is complete. Personnel should understand that this policy applies to all FCMAA personnel. If you believe the HR contact has acted contrary to this policy, please report it to the Executive Director.

Anyone engaging in unlawful discrimination, harassment, reprisal, or retaliation will be subject to disciplinary action, up to and including termination of employment.

### **Retaliation**

FCMAA has a strict policy prohibiting retaliation against all personnel who exercise legal rights. If you believe you are being retaliated against, contact HR. If the HR contact has retaliated against you, report it to the Executive Director.

### **Open Door Policy**

Every supervisor's door is open to every person. The purpose of our open-door policy is to encourage open communication, feedback, and discussion about any matter of importance to personnel.

If any area of your work is causing you concern, you are responsible for addressing your situation with a supervisor or HR contact.

### **Disciplinary Procedure**

Positions at the FCMAA are at will. Any personnel can terminate their participation, with or without notice. To maintain and operate FCMAA in the best interests of all concerned, we expect you to adhere to specific standards of performance and conduct. If you violate these rules and regulations, you will be subject to disciplinary action, including verbal warnings, write-ups, personnel improvement plans, or termination.

FCMAA reserves the right to bypass lesser disciplinary actions and proceed to termination at any time and without prior notice.

We will take disciplinary action if you fail to comply or violate FCMAA policies.

### **Electronic Equipment & Media Usage**

FCMAA reserves the right to monitor and review electronic equipment and media activity to ensure usage complies with the law and the policies of FCMAA.

### **Work Schedule**

FCMAA reserves the right to schedule personnel as needed. This includes but is not limited to increasing or decreasing the number of hours personnel work, assigning additional duties, and changing the times the personnel is scheduled to work.

Any schedule change requests must be submitted two weeks in advance. Schedule changes are only considered approved once classroom coverage can be arranged.

### **Performance Appraisals**

Supervisors and personnel are encouraged to discuss job performance and goals on an informal, frequent basis.

Pay increases are not automatic or guaranteed but are based on FCMAA resources, the personnel's performance appraisal, and other factors.

### **Contract Pay Period & Direct Deposit**

Semi-monthly paychecks are distributed via direct deposit on the 15<sup>th</sup> and the last weekday of the month. You will be paid on the previous working day when a payday falls on a weekend or holiday.

### **Work for Hire**

FCMAA values its personnel and their intellectual, business, or artistic accomplishments. However, all work performed or products created by personnel in the context of their positions at FCMAA is considered "work for hire"

and, therefore, the property of FCMAA. Such work or products include but are not limited to lesson plans, workout plans, graphic design work; written and edited text materials; and audio, visual, or web-based productions.

### **Outside Employment**

FCMAA allows personnel to accept outside employment as long as they can successfully perform their duties at FCMAA. Personnel can not use FCMAA equipment, software, or supplies externally.

### **Resignation**

If you must resign, we require a written two (2) weeks advance notice to your supervisor, specifying your last day of work. Circumstances may exist where we will exercise our right to accept a resignation immediately and to accelerate the final date of a personnel's position.

## **PERSONNEL POLICIES**

### **Background and Reference Checks**

To ensure that personnel are well qualified and maintain a safe and productive work environment, FCMAA will conduct background, criminal record, and sex offender checks. All record reviews may include verification of any personally identifiable information.

All record reviews conform with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Therefore, reports are kept confidential.

### **Proprietary Information & Confidentiality**

The welfare of FCMAA relies upon the protection of proprietary and confidential information. FCMAA has taken steps to secure this information. However, all personnel must sign a confidentiality agreement to begin their position.

FCMAA personnel are prohibited from divulging FCMAA's confidential or

proprietary information or using such for any unauthorized purpose. Personnel who violate this policy will be subject to disciplinary action, including termination.

### **Personnel Categories**

To define personnel categories and to clarify compensation and schedules, FCMAA has adopted the following definitions:

- **Volunteers:** *Any person who freely offers to participate in FCMAA programming or undertake a task for FCMAA.*
- **Contracted Lead Instructors:** *Any person who provides Lead Instruction for a traditional martial arts program will receive a Lead Instructor discount on monthly tuition (\$10 off for each hour of lead instruction).*
- **Contracted Assistant Instructors:** *Any person who provides Assistant Instruction for a traditional martial arts program will receive an Assistant Instructor discount on monthly tuition (\$5 off for each hour of lead instruction).*
- **Contracted Staff:** *Any person who provides specialized services for FCMAA will receive either their choice of a Staff discount on monthly tuition or a contracted bi-monthly payout.*

### **The Workweek**

FCMAA's workweek begins at 12:01 am Sunday and ends at midnight Saturday. Therefore, all personnel are expected to manage their weekly hours within that time frame.

### **Internal Communication**

FCMAA can only run smoothly and efficiently with good internal communication between personnel. Therefore, FCMAA has designated the following communication methods for sending and receiving information; e-mail, phone calls, text messages, website, and in-class notifications. All personnel are responsible for regularly reading the information disseminated by FCMAA.



### **Attendance & Punctuality**

The punctuality and regular attendance of all personnel are essential to the smooth and efficient operation of FCMAA. Different positions require different schedules, and your work hours are outlined and shared on the Instructor & Staff calendar.

### **Late & Absent Notifications**

All personnel who will be late or absent must notify the office before their designated report-to-work time. Indicate the reason for your delay or absence and the anticipated duration of the absence.

If any personnel is absent for two (2) or more consecutive days without contacting FCMAA, management may assume they have terminated their position at the FCMAA.

### **Out-Sick Notifications**

If personnel are sick or injured and cannot report to work, they must submit an Out-Sick Notice. Email the Office Manager and text the office phone as soon as possible if you are out sick or injured. The default coverage will be the following highest-level personnel scheduled.

All Lead Instructors will be required to create two Lesson plans that will be used for all out-sick notifications.

### **Sub-Requests**

If personnel would like to request time off, they must submit a sub-request two weeks in advance. Subrequests are only approved once the Office Manager confirms coverage. In addition, Lead Instructors are required to provide lesson plans to all subs.

### **Inclement Weather**

FCMAA's inclement weather policy follows the Rapid City Public Schools. If Rapid City Public Schools are canceled or let out early due to inclement weather,

FCMAA classes will be canceled. FCMAA will notify all instructors and staff of cancellations. In addition, we will update the online Facility Schedule, send out class emails, and post updates on our social media accounts. It is the responsibility of the Instructor and Staff to check the Facility Schedule and stay in communication.

If a storm occurs during regular operating hours, only the Executive Director can decide to release personnel early. However, if the Executive Director is not on-premises, the Office Manager may choose to cancel classes.

### **Personal Electronic Device Usage**

To minimize disruption in the workplace, cell phones should be on vibrate during work hours. In addition, personnel should limit usage to business-related tasks. Lead Instructors must have their cell phones available in an emergency.

Personnel is responsible for all costs associated with their device. Therefore, FCMAA will not reimburse personnel for the cost of the device or any data plan, including roaming or plan overages, texts, etc. Upon separation, you agree to delete any company data from your device.

### **Security Procedures**

Security is the responsibility of all personnel. If you become aware of a security violation, you must immediately report it to your supervisor. After reporting the security violation, you must help your supervisor prepare an incident report. The incident should record your knowledge of the events, including any information you may have about the perpetrator.

### **Emergency Procedures**

Personnel are responsible for conducting all tasks safely and efficiently, complying with all local, state, and federal safety and health regulations and program standards. Our facility posts an emergency plan in each room detailing how to handle emergencies. Familiarize yourself with it and the location of alarm boxes and fire extinguishers in the building.

In an emergency, evacuated instructors and students should assemble down the street in front of Dunn Brother's Coffee (405 Canal St, Suite 1500). Lead Instructors are responsible for retrieving the attendance sheets and calling 911.

### **Health & Safety**

As personnel of FCMAA, you must comply with all safety and health standards, rules, and regulations. Additionally, all personnel are required to be CPR/First Aid/AED trained and certified. Therefore, if you find a safety or work hazard, you must take appropriate action and report it to your supervisor.

