



## Employee and Independent Contractor (IC) Agreement

### NOTES OF INTEREST for 2013

1. **All sub requests are sent directly to other teachers. Email and call. Communicate your subs to Pamela for update in the mindbody system.** This does affect payroll so please do communicate.
2. Elemental OM is dependent upon providing consistency and meeting the needs of students who choose to go to certain classes based upon the teacher instructing. **It is not acceptable to request a substitute because you have agreed to teach at another studio.**
3. All students must pay including friends, family, and coworkers. **It is the instructor's responsibility to stop each person at the door and collect payment.** Please plan to stand at the check in counter and greet students as they enter. Do not rely on your memory to do it after class. If you need a check in person, please get one.
4. If you are using the studio for any reason, permission must be granted. This includes private lessons, parties, events, and personal use. EOM is happy to accommodate your requests and encourages your use.
5. Private lessons are to be charged at the marketed rates on the website. All privates are to be rung through the register and instructor is to invoice EOM for 70% of the rate. Check the website for current rates. As of 2013:

#### Private Lessons – One Hour

- Single – \$80
- duo – \$35/person
- Trio – \$30/person
- Small Group (up to 10 people)- \$100
- Kids classes can also be arranged, minimum of 5 children at \$7 per child.

#### TIMELINESS & KARMA YOGA

All IC are to arrive no later than 15 minutes prior to the start of class or arrange for a check in person to arrive 1/2 hour prior to the start of class.

#### Duties upon arriving:

- Turn on lights
- Turn on music
- Adjust temperature
- Check for cleanliness
  - Bathrooms including removing trash, cleaning sink and toilet
  - Yoga room including tidiness of props and cleanliness of floor
  - Check in area for sign in sheets, waivers, tidiness



- If there is dust or debris on the yoga room floor, please sweep. If there are sweat puddles, please mop.

#### During Class:

- Each class is to begin with an introduction. Please tell the participants your name and ask each participant for their name and if there are any “physical” situations of which you need to be aware.
- Each EOM class is to end with a 10 minute Shavasana. Do use the blankets to cover guests. This is our EOM “signature” and distinguishes us from other studios.
- **THIS IS CRITICAL:** EOM clients are a mixed group. We are not a “power studio”. We attract clients over age 40 with situations. Retaining clients is critical to our success. When clients have a bad experience or feel intimidated, we lose them forever and they may lose yoga forever: Always teach to an appropriate level. If a person is struggling, **DO** modify your class to meet that person’s ability. When teaching your class modified, you are to practice the modification and use your words to communicate to more advanced yogis. *This is in direct contradiction to the way you were probably trained if you did not graduate from EOMschool.*
- Be professional. As a yoga instructor, you are facilitating healing of EOM clients. You may feel free to share personal stories of a humorous or uplifting level. Everything else is to be left at the door. You are here to help and serve. Pamela begins each class with the mental prayer, “I am not a woman, I am not a man, I am not a person, I am not myself, I am a teacher.” That’s from Yogi Bhaajan and helps to leave the personal issues at the door.
- Do not gossip. EOM is supportive of each other and of ALL the other yoga studios in town. When students ask about other teachers, classes and programs, encourage them to explore EOM to the fullest.
- Make Studio announcements.
- You must have express permission from Pamela to market workshops, events, and programs that are taking place outside of Elemental OM including at other studios, community centers, parks, and in your home. Holistic Coaching services are not to be marketed in the studio. EOM is dedicated to supporting the needs of the graduates of the EOM teacher training program as holistic coaches.
- You must receive permission from Pamela to place literature, brochures and business cards promoting outside services. If a student wishes to do the same, please leave information behind the desk and Pamela will review.
- Please tell your students that you are going to miss your class and that you have a sub and really talk up the sub. Encourage your students to attend. (We’ve tried it the other way where you don’t tell, but they find out on fb anyway, so let’s give this a go and see if we can retain students. )
- End class on time even if you start late. Most EOM classes are 1.25 hours. Students have other commitments and we must honor their schedules.

#### When your class is over:

- Be available for 5 or 10 minutes to answer questions.
- Sweep the floor of the yoga room (clean sweat puddles)
- Tidy the room (check bathrooms again)
- Turn off lights and music and set HVAC appropriately.

#### Certifications:

- Each Independent Contractor must provide proof of certification. A minimum 200-hour certification from an accredited yoga studio is required.
- If you are working toward certification, your certification must be received within 2 years of initiation. You may teach “free” and “donation” only classes that EOM will put on the schedule. You will not be paid as an instructor. EOM Teachers in training with a regular class are paid \$20.
- Each IC must provide proof of insurance by 9/15 of each year. Alternative Balance is the preferred carrier of insurance to include all holistic modalities including and not limited to yoga instruction.
- Each IC must provide proof of CPR certification.

#### EOM yoga teacher expectations:

- Appropriate use of knowledge of asana, pranayama, and guided relaxation to help students become strong, flexible and achieve a balanced state of mind.
- Knowledge of the mechanics of asana and the ability to anticipate the level of skill, flexibility and fitness of students to create a safe and comfortable practice.
- The establishment of a personal practice to facilitate understanding of the beginner yoga student.
- Continuing education through the attendance of other classes and workshops on a regular basis.
- Do not attempt to diagnose a student’s physical or psychological condition, prescribe a treatment, or suggest/approve of going against a physician’s advice. You may offer advice as it relates to yoga, routine, meditation, and nutrition only.

## OTHER MATTERS

- A. Any special events or workshops are paid as a 30/70 split between EOM and IC. What this means is if you have a \$100 workshop, you will be paid \$70. All discounts are split as well. For example, if another teacher comes to your class and only has to pay \$80, then you will get 70% of \$80. *All Weight Loss & Holistic Coaching Workshops or services are led exclusively by Elemental OM Certified Holistic Coaches. If you are unsure if your workshop falls in that category, please contact Pamela for clarification.*
- B. EOM will make best efforts to market and promote any and all events established by IC and IC is strongly encouraged to be creative and initiate projects and events. You must use the Workshop Data Collection.doc and include a jpeg.
- C. The studio is open for private lessons. EOM charges no less than \$80.00 for a private yoga lesson. All private lessons are to be appropriately scheduled and communicated on the calendar. EOM splits 30/70 on lessons .
- D. Each IC will receive the following discounts on merchandise and inventory. If you are a substitute teacher, you must actively sub no less than once a month to maintain your discounts.
  - 20% discount. A credit card must be on file in the system.
  - The Elemental Signature Programs are not discounted. This includes The Elemental Cleanse, any workshop in The Elemental Lifestyle Series, and participation in OM School.
  - free participation in all regularly scheduled yoga classes. (SEE F below)
- E. EOM offers coupons and specials through email to generate studio business. Coupons and specials are for the benefit of the clients and are not to be used by ICs.
- F. All yoga classes are free to ICs. It is expected when you attend your free classes that you will **assist the instructor with check in** procedures including holding the door, assisting clients & cleaning up of the studio.



## OUTSIDE COMMUNICATION

- EOM is to be copied on any and all correspondence with EOM clients. If you meet a student at Elemental OM, that student is an Elemental OM Client.
- Any and all press releases or announcements to the media must have prior approval from EOM.



I have read and agree to the terms of service:

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Sign

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Date

FOR TAX PURPOSES: (this information stays on file with outsourced accounting firm)

You will be issued a 1099 by January 31 of each year if you have earned in excess of \$650

FULL NAME APPEARING ON TAX FORMS:

ADDRESS:

SOCIAL SECURITY NUMBER:

Other Information to be shared with all instructors:

Home phone:

Cell phone:

Email:





**Independent Contractor Invoice**  
 Please remit for payment  
 to Elemental OM, LLC

Submitted by:

Name	Organization/Company (if applicable)
Address	
City, State, ZIP Code	
Phone Number	Type of Service Provided
Site/Program	Invoice/Pay Period (for example: 9/1 – 9/15)

Date (for example Wed, 9:30, 1/13)      0 – 6 students = \$30, 7 – 10 students, \$35, 11 or more, \$40  
 (for example, 6 students)

	= \$
	= \$
	= \$
	= \$
	= \$
	= \$
	= \$
	= \$
	= \$
	= \$
	= \$
<b>Total Amount to be Paid</b>	
	\$

Signature of Independent Contractor/Date

Authorization of Program Director/Date

Bill to: Elemental OM, LLC, 9510 Montgomery Road  
 Phone: 513.315.5042



**Workshop Invoice**  
**Please remit for payment**  
 to Elemental OM, LLC

Submitted by:

Name	Organization/Company (if applicable)
Address	
City, State, ZIP Code	
Phone Number	Type of Service Provided
Site/Program	Invoice/Pay Period <i>(for example: 9/1 – 9/15)</i>

Date

*(for example Wed, 9:30, 1/13)* 30% to EOM/70% to practitioner

# of participants	*(fee) * .70	= \$
		= \$
		= \$
		= \$
		= \$
		= \$
		= \$
		= \$
		= \$
		= \$
	Service fee to EOM if marketing must be recreated, flyers posted in studio by EOM, sign up sheets created, or studio left unkempt including not removing trash and cleaning up. <b>Less: \$25.00</b>	
<b>Total Amount to be Paid</b>		<b>\$</b>



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Signature of Independent Contractor/Date

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Authorization of Program Director/Date

Bill to: Elemental OM, LLC, 9510 Montgomery Road

Phone: 513.315.5042

Data that must be provided in a .doc with a .jpg

1. Title of Workshop
2. Presented by (name and credentials)
3. Date and Day of week of Workshop
4. Time of Workshop...begins...and ends...
5. Fee for Workshop
6. JPEG uploaded to dropbox of picture to market (go to istockphoto.com for a picture if you do not have one. Must be a professional picture.)
7. Link to: (cut and paste URL to link to)
8. List all other places you are marketing this workshop
  
9. Description of Workshop for Website and marketing
  - Long description of not more than 2,000 words:
  - Short description of not more than 250 words:
  - Short description of not more than 140 characters

I have prepared and dropped off within three weeks(\_\_\_\_\_fill in date to drop off by) of the workshops flyers, posters, brochures or cards for the studio to market my workshop\_\_\_\_\_