RADIANCE YOGA

Independent Contractor Agreement

February 1, 2027 – January 31, 2028

Documents Needed prior to teaching classes at Radiance Yoga:

- ☐ This agreement signed and returned.
- ☐ Current Certificate of Liability Insurance with Radiance Yoga listed as Additional Insured
  Expiration date: _____
- ☐ Current CPR/AED Certification meeting OSHA requirements.
  Expiration date: _____

Teacher must keep liability insurance and CPR/AED certification current for the full term of this Agreement. Teacher must upload a copy of each certificate and enter its expiration date when signing this Agreement. If either certificate expires before this Agreement ends, Teacher must email the renewed certificate to Katrina Radam before the current one expires.

Teacher Guidelines & Standards

Teacher acknowledges receipt of the current Radiance Yoga Teacher Guidelines & Standards and agrees to comply with them. The Teacher Guidelines & Standards are incorporated into this Agreement by reference.

Radiance Yoga Responsibilities

- Provide facilities, equipment, services and anything reasonably necessary for teaching (including studio space, bathrooms, HVAC, electronic devices, internet, music licensing)
- Provide front desk support for signing in classes and workshops, unless agreed upon Teacher Check-In classes or extenuating circumstances.
- Provide technical support, to the best of our ability, to troubleshoot online issues and equipment
- Make public the schedule of classes to be taught by teacher, in printed and digital formats
- Make public the inclement weather policy as following the operation of the federal government (OPM)
- Provide marketing support for classes, workshops, trainings, teachers and studio through social media, printed materials and direct mailings
- Review sub requests within 72hrs to assign coverage ensuring schedule balance and class cohesion.
- Listen to concerns and respond in a timely manner
- Pay teachers in a timely manner, as per details in Invoicing and Payments section

Teacher Responsibilities

- Provide current Certificate of Liability Insurance with Radiance Yoga listed as Additional Insured.
- Provide copy of active CPR/AED Certification (OSHA approved).
- Attend yearly paid staff meeting
- Review the amounts to be paid for classes, replays, private sessions through the Reports function in Momence. Notify Katrina by the 3rd of each month of any discrepancies.
- For LiveStream classes, be signed into Zoom at least 10 minutes prior to class start time
- Adjust studio equipment (thermostat, fans, props, etc.) as needed for class AND return to "default"

- Follow Teacher Check-In and Closing duties for set up and security if no front desk is present.
- Contact management promptly for technical failures, malfunctioning/broken equipment, or hazards

Class Guidelines

- Class attendance will be reviewed every 3–6 months. Classes averaging fewer than 8 students will be evaluated, and a strategy may be put in place to support attendance and growth. The class will then be reviewed again after an agreed period to determine whether it should remain on the schedule.
- It is policy not to cancel classes, except for illness or family emergencies

Sub Policy

- It is Teacher's responsibility to request a substitute in advance.
- As soon as Teacher becomes aware of needed coverage, submit the sub request through Momence & email Studio Manager if it is scheduled to be a subsequent Replay.
- Sub Requests are URGENT if less than 48hrs notice from class start. In this case, submit sub request through Momence AND text current/next Manager on Duty.
- If subs are needed for more than 2 consecutive weeks or 20% of your classes in a 3-month period, email Studio Manager to coordinate approval of absence and coverage.
- To create a supportive community, we encourage teachers to sub for others when possible.
- If you receive a sub request, please reply whether you can or cannot cover it.

Workshops

- Workshop request forms need to be submitted at least 8 weeks prior to workshop date
- Workshop leaders should arrive at least 20 minutes before the start time to confirm room setup and test any AV or technology being used.
- Workshops with fewer than 5 students will be cancelled 24-hours before start of workshop date – otherwise there are no cancellations

Pay Structure

- Regular Classes - $25 base rate for 1-2 students ; $25 base rate for Teacher Check-In classes.
    - $50 for 3 or more students for a 45- or 60-minute class
    - $62.50 for 75-minute class
    - $75 for 90-minute class
    - $0 for 0 students in a class
- Subbed Classes - $50 base rate for 0-3 students
    - $ 62.50 for 75-minute class
    - $75 for 90-minute class
- $2 bonus per student 11+ students in any given class
- Workshops are a 60/40 split in favor of the teacher. No discounts will reflect on teacher's portion.
    - Workshop fee x .6 x # of participants
- Private lessons are a 70/30 split in favor of the teacher
    - Invoice: Private fee x .7

- Special Events
    - $100 for On-Site Private Event (4 - 10 people)
    - $125 for On-Site Private Event (11+ people)
    - $150 for Off-Site Events
    - If the Special Event is cancelled within 48 hours, Teacher will receive a $50 cancellation fee.
    - Specific considerations evaluated case-by-case to adjust for fair compensation, including & not limited to: abbreviated/extended times, special demographics, necessary efforts, etc.

Invoicing & Payments

- Radiance Yoga shall pay all fees to you under the terms of this Agreement.
- Classes, Replays, individual private sessions and/or workshops no longer require invoices to be paid.
- Teacher must review the amounts to be paid for classes, replays, individual privates through the Reports function in Momence. Notify Katrina by the 3rd of each month of any discrepancies.
- Teacher will be notified by the 3rd of each month for any workshop payments.
- **An invoice is required for the following exceptions:** paid offsite work, Recording for Vimeo, Yoga Teacher Training and Retreats. Invoices shall be submitted monthly **no later than the 3rd of each month** following the period (Day 1 to Day 30/31) for these exception items.
- Teacher will be paid as an independent contractor by the 15th of every month via direct deposit.

Taxes & Benefits

Teacher acknowledges and agrees that they have an obligation to report all compensation received pursuant to this Agreement. Teacher shall be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes and other similar taxes or charges on the payments received by Teacher.

Benefits

- Free yoga classes
- 20% off workshops and Boutique items

Termination

- This agreement may be updated by Radiance Yoga.
- Radiance Yoga may terminate this Agreement immediately with cause, including but not limited to incompetence, conduct reflecting poorly on Radiance Yoga, excessive absence or lateness, or failure to follow this Agreement or the incorporated Teacher Guidelines & Standards.
- Either party may terminate this Agreement with 4 weeks notice.

Agreement & Signature

By signing below, I confirm that I have received, reviewed, and agree to comply with the current Radiance Yoga Teacher Guidelines & Standards in addition to the terms of this Independent Contractor Agreement.

Teacher Signature_____ Date_____

This Agreement takes effect when Radiance Yoga confirms acceptance in writing, including by email.