

Valor Salon Assistant Program Agreement

This Salon Assistant Program Agreement ("Agreement") is entered into between _____ [Assistant's Name], hereinafter referred to as the "Assistant," and Valor Salon LLC, hereinafter referred to as the "Salon," effective as of _____ [Effective Date].

1. Program Duration and Commitment:

- The Assistant agrees to commit to the Salon Assistant Program for a period of 6-9 months, subject to individual progress.
- It is imperative that the Assistant be available during the Senior Stylist's schedule with limited requests for time off outside of scheduled work hours for the duration of the program.
- Expectations include:
 - Meet with Senior Stylist 15-30 min before first client to plan day - discuss upsells, service & retail plan
 - Assistant sets up station & tray, maintains throughout shift
 - Assistant takes notes & update formulas, updates services in boulevard to ensure accurate checkout, prebook client or provide education on how to book online
 - Salon iPad is available for Assistants use
 - Assistant will greet guests, be sure they are checked in at the front desk and all proper forms filled out before bringing them back to your Senior Stylist's Station
 - Assistant should stay available to Senior Stylist, be in constant communication
 - Assistant cleans station and workspace at end of shift
 - Assistant and Senior Stylist spend 15-20 minutes debriefing at the end of the day to discuss performance & tipping.

2. Education Focus:

- The Stylist and Assistant will focus on a different service category every other week to assess and enhance the Assistant's skill level for a particular service before they may accept new clients from the Salon.
- Ideal Timeline:
 - Week 1: Get to know your Senior Stylist
 - Week 2: Shampooing
 - Week 4: Blowouts
 - Week 6: Basic Color Theory
 - Week 8: Consultations
 - Begin New Talent Day
 - Week 10: Brow tint/Eyebrow Arch/Lip Wax
 - Week 11: Hot Tool Styling
 - Week 12: Root Retouch
 - Week 14: Long Layered Haircut
 - Week 16: All Over Color
 - Week 18: Bob Haircut
 - Add Additional New Talent Day
 - Week 20: Mini Blending
 - Week 22: Pixie Cut
 - Week 24: Partial Blending

- Week 26: Barber Cut
- Week 28: Full Blonding - HL OR Balayage
- Week 30: Updos
- Week 32: Graduation and Promotion to Level 1 Stylist!
 - Pending successful professional evaluation by Senior Stylist & Salon Management

3. New Talent Day:

- Approximately 2 months after program initiation the Assistant will be given a New Talent Day on the Salon floor where they may perform services on requesting clients. The Assistant must have passed shampoo, blowout, basic color theory, and consultation.
- The Assistant must satisfactorily complete each of the above mentioned services to the Senior Stylist's satisfaction before being eligible to receive new clients from the salon. Each service must be signed off by a Senior Stylist.
- If no clients are scheduled, the Assistant should not come in for the shift.
- It is imperative for the Assistant to promote themselves and bring in clients. Disciplinary action may be taken after 3 consecutive shifts without clients.

5. Schedules:

- The Assistant must adhere to the Senior Stylist's schedules with limited deviations for the program's duration.
- The Assistant's New Talent Day(s) must be on a day when their Senior Stylist is not scheduled.

6. Compensation:

- Assistants are paid hourly for assisting hours.
- Commission is earned on services and retail sales after reaching the New Talent level.
- Commission structure: 40% on services or hourly pay (whichever is greater), and tiered retail commissions.
- Commission earnings increased upon promotion to Level 1 Stylist.
- 100% of tips from New Talent Day goes to the Assistant

7. Performance-Based Tips:

- Assistants will earn daily tips up to \$20 from their Senior Stylist based on professional conduct, preparation, and performance. Criteria are as follows:
 - \$5 - arriving early to plan your day with Senior Stylist
 - \$5 - being prepared and looking professional
 - \$5 - completing plan for the day including upsells and retail
 - \$5 - all of the above
- Failure to meet and/or improve on the Senior Stylists expectations (i.e. 3+ consecutive \$5 tips days) will result in disciplinary action.

8. Incentives and Professionalism:

- Incentives are provided to promote sales including prizes & bonuses.
- Professionalism is essential!
 - Maintain a professional appearance at all times (i.e. clothing, hair, makeup, attitude)
 - Limit personal phone use on the floor.
 - Speak and act with integrity with all clients and team members.

10. Termination:

- Either party may terminate this Agreement with written notice.
- Termination may occur for repeated disciplinary actions, failure to meet performance standards, or violation of salon policies.

Both parties acknowledge their understanding and acceptance of the terms outlined in this Salon Assistant Program Agreement.

_____ Date: _____

[Assistant's Name and Signature]

_____ Date: _____

[Salon Representative's Name and Signature]