



Independent Contract Instructor Handbook and Proposal



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INSTRUCTOR HANDBOOK

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I. INTRODUCTION

The information in this booklet is intended for current instructors and those who are interested in becoming instructors. The booklet is a resource of information related to teaching a “fee” class for the City of Brentwood Parks and Recreation Department.

The City of Brentwood Park and Recreation Department’s vision is:

“...adding joy to people’s lives.”

Our mission is:

Building a joyful community through people, parks and programs.

We hold as our core values, as a measurement for everything we do:

INTEGRITY – uncompromising adherence to moral and ethical principals

- ◆ We deal with ourselves and the public in an honest and open fashion
- ◆ We value the input and opinions of the community
- ◆ We strive for equal access to programs, services, and facilities
- ◆ We believe in what we do

RESPECT - to feel and show esteem and consideration for others

- ◆ We make people’s day by doing something special for our customers and co-workers
- ◆ We are open to the ideas of others
- ◆ We listen to others
- ◆ We believe there are no dumb ideas
- ◆ We understand each other’s jobs by walking in their shoes

PASSION - boundless enthusiasm for what we do

- ◆ We play by enjoying ourselves, being spontaneous and creative
- ◆ We have fun at what we do
- ◆ We share success
- ◆ We celebrate accomplishments

ACCOUNTABILITY – answerable for our actions

- ◆ We choose our attitude and accept full responsibility for all of our choices
- ◆ We agree in public to act in a certain way, and if someone breaks the agreement, we will in a group setting, ask the person to live up to their agreement
- ◆ We expect any person to advise the group when they can not live up to an agreement made in the group
- ◆ We resolve conflict directly and when it occurs
- ◆ We don’t beat around the bush

QUALITY – the highest degree of excellence

- ◆ We are there – we totally focus on the moment and on the person or task with which we are engaged
- ◆ We make organizational development a part of our regular staff meetings
- ◆ We constantly re-evaluate our customer service to make it the best it can be
- ◆ When we problem solve and brainstorm, there are no titles, we are all equal.

II. WHY TEACH A CLASS FOR THE CITY OF BRENTWOOD PARKS AND RECREATION DEPARTMENT?

The City of Brentwood Parks and Recreation Department is a progressive municipal agency, committed to improving the quality of life by providing recreational and leisure experiences in our community.

What can the department offer you as an instructor? Here are just a few features that our department can offer you:

- The City has great facilities. The Brentwood Community Center and many of the local school(s) multi-purpose rooms and gyms are available for classes. These facilities are maintained to assure the comfort of instructors and participants.
- The City uses a technologically advanced computer registration system. The “Class” system allows us to maintain facility booking for your class and to process registrations in an efficient manner. Instructors receive attendance reports, waitlist reports, and we maintain the database to provide participant main contacts from all classes. The system automatically reserves spots for waitlist participants when a cancellation in a class occurs. Participants can register through the internet (eMotion) for classes and programs.
- We accept cash, checks, Visa and MasterCard for payments. We offer registration through five easy customer friendly ways including: mail, online through eMotion online registration, telephone, fax, or in person. eMotion can only process Visa and MasterCard transactions.
- Priority is given to Brentwood residents for registration. Residents of Brentwood are able to register during the first week and non-residents are allowed to register the second week after registration begins.

III. CONTRACT INSTRUCTOR DOCUMENTS

A. Fingerprinting of Contract Instructors

The City of Brentwood requires that all contract instructors and individuals who assist in the supervision of minors be required to comply with the law. A memo will be sent to you when your proposal is accepted outlining the steps you need to take to be fingerprinted. The Brentwood Police Department will fingerprint you free of charge. Instructor will receive Live Scan forms once their class or program has been approved. Instructor will be required to contact the Brentwood Police Department directly to schedule an appointment for Live Scan at 634-6911. Please take your Request for Live Scan Service form with you to your appointment or you will not be processed.

B. Tuberculosis (T.B.) Testing Results

The City of Brentwood requires that all **contractors working with the public provide proof of current (with in the past two years) T.B. testing results.** If it has been some time since you were tested, please schedule an appointment with your health care provider and complete the test prior to your first day in class. Most health care providers provide T.B. testing at no cost. (Test results will need to be submitted to the City of Brentwood prior to the start of your class.)

C. W-9 Form

Under the United States Internal Revenue Code, the City of Brentwood is required to report the payment(s) we make to you each year.

D. Agreement for Instructor Services Contract

The City of Brentwood reserves the right to negotiate with instructors the terms of the contract. Agreement for Instructor Services forms are standard and cannot be altered or changed. Instructor can make changes to the contract's Exhibit "A". Instructors are required to sign three original contracts. One of those originals will be mailed back to the Instructor once they have been signed by the Director of Parks and Recreation and City Attorney.

E. Insurance

As an Independent Contract Instructor for the City of Brentwood Parks and Recreation Department, there are a few things you should know about liability and insurance.

1. The City of Brentwood requires all Contractor Instructors to obtain **general liability insurance of \$1 million dollars, with an additional insured endorsement reading, "City of Brentwood, its officers, officials, employees, and volunteers."** **The cost for this coverage is the sole responsibility of the Contractor.** You are free to shop around for the best coverage at the best price. If so desired, the City of Brentwood does offer liability coverage through Diversified Risk Insurance Brokers.
2. The City is a member of a self-insured insurance pool with 6 other cities in Contra Costa County. This insurance pool, known as the Municipal Pooling Authority, provides the first \$1 million in coverage to all of its member cities. Each City pays a premium to MPA based on the City and payroll. Since the insurance money is City owned money, there is a great incentive for having safe programs and minimizing liability.
3. It is important that you understand that your contract with the City is as an instructor of a class or program. It does not in any way provide insurance coverage for you as an independent contractor. Therefore, if a liability claim occurs against you and the City, you will be responsible for defending yourself, and potentially for paying a claim brought against you.

To protect yourself, obtain liability insurance. Diversified Risk can offer inexpensive insurance to you as an independent contractor. Contact our administrative staff at (925) 516-5444 for more information.

The Risk Management Authority has given us guidelines for which types of classes should be required to provide insurance. A judgment is made on the potential for exposure (a claim) based on common sense approach. Therefore, some sports that have a higher potential for injury, such as gymnastics, aerobics and martial arts, will be riskier than cake baking. It is the Parks and Recreation Department policy that **all instructors are required to have insurance.**

IV. CLASS FEES

All Contract Instructors set their class prices. The Recreation Supervisor will provide assistance on current market conditions. Contract Instructor and the Recreation Supervisor can negotiate on final fee.

A. Non-Resident Fees

The City of Brentwood imposes a non-resident fee to individuals who do not reside in the City of Brentwood. The non-resident fee is an additional 10% added to the resident fee. You as an instructor will not receive the non-resident fee portion collected. This is a surcharge imposed by the City.

B. Refunds, Transfers and Customer Service

The policy regarding refunds is also stated in the City of Brentwood Parks and Recreation Activities Guide that is printed three times a year.

C. Parks and Recreation Refund Policy

The Parks and Recreation Department Refund Policy reads as follows: "The Parks and Recreation Department strives to provide customers with the highest quality recreation programs. Should you be dissatisfied with the quality of our programs and/or our instructors, please feel free to contact us immediately so that we can resolve your concerns and improve the quality of our programs, contact us at (925) 516-5444. If we are unable to resolve your concerns, we will be happy to transfer you to another program, retain the amount on your account for future use, or issue a refund by City check within 30 working days. Some of our programs for example, Adult Leagues, Aquatics, Senior Trips, Camps, Excursions and Facility Permits have different specific policies. In our effort to provide quality customer service, the Parks and Recreation Department will work with you in resolving your concerns to the best of our ability.

D. Class Cancellations

Classes without minimum enrollment will be cancelled or combined. If the activity or class is cancelled by the City, the City will issue a refund and will inform instructor of cancellation.

V. CLASS SCHEDULING

Instructors are responsible for submitting class schedules through the Course Proposal form. Park and Recreation Staff will attempt accommodate instructors schedule request.

Holidays (All offices will be closed on these days)

The City of Brentwood observes the following Holidays:

When programming your classes, keep in mind that these holidays may affect your class schedules.

New Year's Eve

New Year's Day

Martin Luther King Day

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving and the following day

Christmas Eve

Christmas Day

VI. HOW TO SUBMIT TO SUBMIT A PROPOSAL

The process is simple. For your convenience you can find a class proposal form online at www.ci.brentwood.ca.us under Parks and Recreation (Become an Instructor) or you can find a copy in this booklet on pages 9-10. Please remove these pages, complete them, and return them to the Parks and Recreation office at 730 Third Street, Brentwood. Proposals are accepted year round. Keep this booklet for future reference.

1. Two descriptions are needed. The first one describes your program in detail. The Parks and Recreation Department wants to know what goes on in your class. The second is a written description to sell your program to the public in our Activities Guide.

Example: Manners Made Fun for Children

Improve your child's manners through laughter and learning. Participants will learn basic manners and table etiquette. Children will role play and watch and discuss video clips. This is a fast pace class that will capture your child's attention and improve their manners, guaranteed! Fee includes one child and one adult.

2. You must include the dates of your class (be specific). Do not leave them blank because we will not be able to determine facility availability to house your class or program.
3. You must calculate your own price. Instructors may choose to be paid an hourly rate or request a percentage of revenue created by the class.
4. Classes for which the Department will not accept proposals for are as follows:
 - a. Programs that are similar to programs we currently offer (please review the most recent Activities Guide available online at www.ci.brentwood.ca.us).
 - b. Programs we have offered in the past that have been cancelled (unless you can show that you have the necessary number of participants who are interested).

5. Submitting a Proposal does not guarantee that the class or activity will automatically be added to the City of Brentwood's Parks and Recreation Activities Guide. Returning instructors will not be able to automatically continue offering the activity or program without our department receiving a proposal. There is no exclusivity to instructors or the classes they teach.

VII. After Your Proposal Has Been Selected

Instructor will receive a letter disclosing that their class has been chosen for the upcoming guide. This letter will request instructor to schedule a meeting with a Recreation Supervisor to discuss a possible contract.

A. Instructor Contracts

Once contracts have been negotiated, instructors will receive three copies of their contract. All three contracts must be signed and returned to the Recreation Supervisor. Contracts will be forward to the Parks and Recreation Director and City Attorney for signatures. Once signed, an original copy will be mailed to instructor.

B. Continuing Instructors - Receiving Your Contract Amendment for Each Session

Each session you will receive a new amendment to your contract called a Fee Schedule to reflect current classes being taught. Our Activities Guide is printed three times a year Fall/Winter (October 1 - January 31), Winter/Spring (February 1 - May 31) and Summer (June 1 – September 30). Please take the time to review the amendment to your contract and sign all three copies. A fully executed and signed copy will be sent to you. (A sample copy of a Contract Amendment is part of this booklet.)

C. Checking Your Course Enrollment

Once we have started registration for a new session you can inquire about your enrollment at any time by calling the Parks and Recreation Office at 516-5444. A staff member will send out a Program Status Report to everyone after non-resident registration begins. A staff member will call you five days prior to the first day of your class to confirm that the class will be held. Instructors can also check their class enrollment online at www.cibrentwood.ca.us/eMotion

D. How and when to pick up your attendance sheet and evaluation forms

The attendance sheet and evaluation forms will be in the instructor box at the front desk of the Brentwood Community Center Parks and Recreation office. We will fax your attendance sheet to you if you make the request to staff at 516-5444. Be sure to pick up your attendance sheet and evaluation forms before you go to your class.

E. Taking Attendance

It's the instructor's responsibility to take attendance at each class. This is especially important for large classes where participants have shown up to class without paying. Please inform individuals who have not paid to go to the Parks and Recreation Department to register or they can register on line at www.ci.brentwood.ca.us/eMotion. Participants should either be on your attendance sheet or have receipts before they are admitted to your class. Note: If you discover that some one owes money, contact the Parks and Recreation staff at 516-5444 so we can collect the money. Any outstanding balances will hold up your payment, and **we will not pay you for monies we did not collect.**

F. No shows

If a participant does not show up for the first class, please give the participant a call to remind him or her of the next class (if you have multiple classes). It is the participant's responsibility to remember the classes that they have signed up for, but it is good customer service to call your participants (phone numbers are printed on the attendance sheet.)

G. Payment to Instructor for Services

Contract Instructors will receive payment within 30 days of the Park and Recreation Department receiving class attendance sheet and all class evaluation forms. (It is the Instructors responsibility to submit the required documents at the end of each class session, to receive a timely payment.)

VIII. FACILITY USAGE

Classes are housed in the Brentwood Community Center, Women's Club, Brentwood Unified School District, and other community facilities. Instructors need to specify what his/her class needs are in their class proposal to have the proper facility booked.

A. Facility or Classroom Set-ups

All Contract Instructors using City of Brentwood's facilities will be allowed to set up their classrooms 15 min. prior to the class activities beginning. The Contract Instructor must always leave the room in the condition in which it was found. This means he/she must clean up any materials (art supplies, papers, etc.) after the class ends. All facilities have part-time staff assigned to open and close the facility.

If staff is not present to open or close, the Contract Instructor may contact the facilities supervisor at (925) 382-9041 or class supervisor (925) 382-4411 any time.

Instructors may not use the copy machines, fax machines or computers at any of the facilities. Plan to have copies printed at your expense.

B. Accident and Incident Reports

All accidents and incidents should be reported, no matter how minor they may appear. If an accident occurs in your class, please follow the procedures listed below:

1. If you are in a facility that has a part-time City of Brentwood staff person present in the class, it will be that staff's responsibility to report and prepare an incident report.
2. If you are in a facility that DOES NOT have a part-time City of Brentwood staff person present you are to follow the procedures listed below :
 - Act calmly, promptly and effectively. Take care of the situation.
 - Prepare an incident report immediately after the emergency while the patron is still under your care. All accidents on the grounds shall be reported, whether or not witnessed by the Contract Instructor. Reports need to be as detailed as possible and all information pertaining to the accident noted. This often will be the only written record of accidents and will be most helpful for future reference.

- After you complete the form, forward it to Recreation Supervisor within 24 hours.
- Accidents and incidents forms will be provided to instructors with their class packet. Additional forms will be available at the Community Center.

IX. PROMOTING YOUR CLASSES

All advertisement materials utilized to promote classes must be approved by the City of Brentwood.

A. Advertisements

There are several excellent, weekly periodicals, which offer low cost advertising for local businesses.

B. Press Release

The Parks and Recreation Department will do press releases pertaining to all of their classes twice during each Activities Guide. Normally the press release highlights on a couple of classes.

C. Special Events

The Parks and Recreation Department offers many special events each session. Check the front pages of the Activities Guide for the events operating this session. Instructors can do demonstrations, participate as artists, or pass out flyers to participants at the event. Please refer to the Activities Guide for these dates. Contact the Recreation Supervisor to make arrangements to promote your program in those events.

D. On the Internet

Develop your own Website. Contact your local internet provider for information on how to create a site. Most internet providers give you free web space as part of your service.

E. Promotion by the Parks and Recreation Department

The City of Brentwood will place your description in our Activities Guide. The description will also be listed on the eMotion internet registration site.

Please give us a five sentence description of your program that will appear in the City's Activities Guide (be creative):

Participant's Ages: _____

Class Session length: 1 Day 2 Days 4 Weeks 5 Weeks 6 Weeks 8 Weeks

Class will be held: Once a week on: Twice a week on:

M T W TH F

Times: _____AM/PM to _____AM/PM

Number of Sessions: _____

Course Fee \$ _____

Maximum Number of Students per class _____ Minimum Number of Students per class _____

Type of Facility Needed: _____

Lab fee or Supplies Fee: _____ (*This fee is should not be included in to the class fee.*)

Is their any additional cost to the participants? Yes No

If yes, describe in detail.

Please attach a copy of your résumé if it pertains to your class or program.

Please compile below a list of names, addresses and telephone numbers of at least three references.

1. Name: _____ Phone Number: _____

Address: _____

2. Name: _____ Phone Number: _____

Address: _____

3. Name: _____ Phone Number: _____

Address: _____