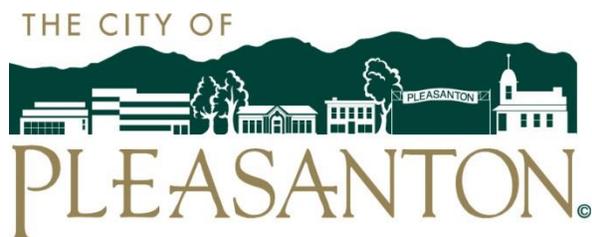


# Contract Instructor Manual



City of Pleasanton  
Library and Recreation Department  
P.O. Box 520  
Pleasanton, CA 94566  
(925) 931-5340

## **WELCOME TO THE CITY OF PLEASANTON**

Pleasanton is a community of 83,000, situated in the Tri-Valley Region of the Bay Area in Northern California.

We are a family-oriented community and pride ourselves on our numerous parks, recreation facilities and programs. Pleasanton is also home to thriving business parks and the regional Stoneridge Mall.

The Pleasanton Unified School District has been named a National District of Character and 12 out of our 14 schools have received the California Distinguished School designation. Together, the City and School District are committed to building a Community of Character.

Our Downtown is the heart of our community -- the setting for festivals, street parties, parades, weekly summer concerts, Saturday farmer's market and other special events. Downtown also offers some of the finest dining and shopping in the Tri-Valley. Pleasanton is also home to the Alameda County Fairgrounds, which hosts statewide and regional events, as well as the annual Alameda County Fair.

## **WHY TEACH A COURSE WITH THE CITY OF PLEASANTON?**

The Library and Recreation Department is dedicated to building strong families through the provision of educational, creative, and recreational opportunities. Pleasanton Library and Recreation Department utilizes independent contract instructors to provide recreational services to our community. Programs may be designed for preschoolers, school age children, teens, adults, families and mature adults.

What can the Library and Recreation Department offer you as an Instructor? Here are just a few features that our Department can offer:

- The City has a variety of facilities. Classroom facilities, auditoriums, gymnasiums and parks are available for contract instructor courses. These facilities are maintained to ensure the comfort of instructors and participants.
- The City of Pleasanton will include your course description in our Recreation Activities Guide that is distributed to more than 29,000 households three (3) times a year, as well as on the City website for on-line registration.
- The City uses a technologically advanced computer registration system. The PerfectMind registration software system allows us to maintain facility booking for your course and to process registrations in an efficient manner. Instructors receive attendance reports and Library and Recreation staff provides instructors with contact information for all participants. We offer registration through three (3) easy customer friendly ways including: online registration, mail, or in person.

## HOW TO GET STARTED

Contracts with instructors will be initiated on an annual basis. In order to become a Contract Instructor for the City of Pleasanton, a potential instructor must first do the following:

- Submit a Contract Instructor Proposal during the open proposal window.
  - Summer: October - November
  - Fall: February – March
  - Spring: July – August
- Submit a Contract Instructor Application
- Submit 2 reference letters pertaining to your work experience and 1 character letter with your proposal.

Once the Contract Instructor has submitted an Instructor Application, Instructor Proposal and reference letters, a representative from the City of Pleasanton will contact you and serve as your point of contact for the processing of your proposal. If the City decides to proceed with your course, the Instructor will need to provide additional information before entering into a contract (see Instructor Requirements).

## INSTRUCTOR REQUIREMENTS

Before the City of Pleasanton can enter into the Contract for Instructional Services, the following documents must be obtained from a potential instructor.

### **City Business License**

Applications are available at the Business License Department at the Pleasanton City Hall building located at 200 Old Bernal Avenue or on the City's website at <http://www.cityofpleasantonca.gov/business/license.asp> or call (925) 931-5440. Contractors must ensure business licenses are up to date and renewed in order to continue providing services through the City of Pleasanton. Once you have obtained your Business License, you will need to provide proof of the license (i.e. receipt, business license number or a copy of the business license).

### **Insurance**

The City of Pleasanton requires that all Contract Instructors obtain general liability insurance of \$1,000,000 to protect themselves from any claims. Before teaching, Contract Instructors must provide a copy of their insurance certificate. The City of Pleasanton must be listed as the certificate holder and additionally insured with respect to General Liability.

### **Worker's Compensation and Employer's Liability**

If you have employees, you are required to provide proof of Workers' Compensation and Employers' Liability with limits of \$1,000,000 per accident as required and set forth by the California Labor Code. If you are an instructor without employees, please complete the No Employees Declaration Form.

### **Reporting Income**

The City of Pleasanton does not withhold state or federal income tax, but will report the Contract Instructor's income via Form 1099. Instructors will receive a W-9 form to be completed and submitted.

### **Tuberculosis (TB) Test Certificate**

California State regulations require any person employed in connection with a park, playground or recreational center to produce a valid TB test certificate prior to employment. If you already completed the test and have a certificate from the last 4 years, please submit a copy. As a reminder, TB test will be at the contractors own expense. TB certificates must reflect an examination within the past 4 years. Contractors must complete and submit the Certificate of Tuberculosis Results for themselves and their employees.

### **Fingerprints**

The City of Pleasanton requires that all Contract Instructors, employees, assistants, subcontractors, volunteers, etc. complete a background screening before their first day of programming. Contract Instructors must schedule an appointment with their Library and Recreation Representative point of contact to complete their background screening. Be prepared to bring a photo I.D. card or Driver's License to the screening and know your Social Security Number.

**Contractors must also provide a form certifying that all individuals who will have supervisory or disciplinary authority over a minor have been fingerprinted, TB tested and passed the appropriate background check.**

## **GENERAL INFORMATION**

### **Class Registration**

Participants must pre-register for all courses. Registration dates vary each season but follow the same schedule each season (Resident on-line registration, resident mail-in registration and open registration). Registrations are processed on a first come first served basis by the City of Pleasanton. No registrations may be taken at your program. Contract Instructors should never collect or accept registration (form or money). There are three (3) quick and easy ways to register for courses:

1. On-line Registration: Participants may go to [www.PleasantonFun.com](http://www.PleasantonFun.com) to register online.
2. Mail: Participants may mail completed registration forms to:

City of Pleasanton  
Library and Recreation  
P.O. Box 520  
Pleasanton, CA 94566

3. In Person: Participants may register in person at any of the locations listed below.

Facility	Address	Hours of Operation	Phone Number
Library and Recreation Office	200 Old Bernal Ave.	Monday-Friday 8:00am-5:00pm	(925) 931-5340
Pleasanton Senior Center	5353 Sunol Blvd.	Monday-Friday 8:30am-4:30pm	(925) 931-5365
Dolores Bengtson Aquatic Center (DBAC)	4455 Black Ave.	Monday-Sunday Hours vary	(925) 931-3420
Gingerbread Preschool	4333 Black Ave.	Monday-Friday 8:00am-3:00pm	(925) 931-3430
Alviso Adobe Park	3465 Old Foothill Rd.	Tuesday-Sunday 10:00am-4:00pm	(925) 931-3479

### Class Rosters

A list of all course participants will be emailed to instructors 5-10 business days prior to the start of the class. It will be up to the instructor to request the most up-to-date participant information if needed at the start of the class. If you do not receive a roster or want to request an updated roster, please call (925) 931-5340. You will need to provide your email address and the 5-digit barcode associated with the class you are requesting a roster for.

### Holidays

The City of Pleasanton observes the following holidays, therefore classes will not be offered on these days:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Veterans Day
President's Day	Thanksgiving Day and day after
Memorial Day	Christmas Eve and Christmas Day
Independence Day	

## COURSE & INSTRUCTOR POLICIES

### Absences

If an instructor is ill or unable to meet with his/her class, the instructor must notify his/her Library and Recreation representative as soon as possible. It is the Instructor's responsibility to notify students of a course cancellation of this nature.

### Accident & Incident Reports

In the event that an Incident/Accident does occur during your program, an Incident/Accident Report must be completed and submitted to the Library and Recreation Representative by noon the next business day. It is the Contract Instructor's responsibility to know where the first aid kit is located for all facilities in which they provide services. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, **DO NOT MOVE** the injured participant, and call 9-1-1. If a child is involved, notify the

parent/guardian immediately, and then contact the Library and Recreation Administration office at (925) 931-5340. All accidents and incidents must be reported, no matter how minor they may appear.

### **Americans with Disabilities Act (ADA)**

The ADA is federal legislation, which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the City of Pleasanton to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.

### **Contract Instructor Payment**

City of Pleasanton policy provides payment after receipt of services; therefore, advance payments are not possible. A Library and Recreation representative will process the paperwork for payment of your course the week after the class ends. Please expect to receive your course payment 10 to 15 business days after your payment has been processed. Payment will be based on the number of students enrolled at the end of the class.

The City of Pleasanton will not withhold money for social security or federal income tax. It is the contractor's responsibility to satisfy any taxes due by the contractor in an appropriate manner.

### **Course Cancellations**

The City of Pleasanton reserves the right to cancel, combine or divide courses, change the time, date or place of courses, and make other changes which become necessary to ensure a quality experience for the participants. If the Library and Recreation Department cancels your course, the Department will notify students and issue any necessary refund. Contract Instructors are responsible for contacting the Library and Recreation representative at least five (5) business days before the class starts to cancel a class. If a Contract Instructor cancels, they are responsible for informing students as well.

### **Discrimination and Harassment**

The City of Pleasanton has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.

### **Facilities**

Instructors may receive facility access by being issued a City Proxy Card at the discretion of the Library and Recreation representative. These cards cannot be loaned or issued to anyone other than the authorized instructor. Facility access is only allowed for instructing courses. Any other use of a City facility is considered unauthorized and will result in the termination of the contract. Contract Instructors may not store any materials or equipment at City facilities. **When leaving a City activity site, the Contract**

Instructor must ensure that all doors are locked securely, alarms are set, and lights and A/C are turned off. Staff will be in charge of opening and locking classrooms for Contract Instructors teaching within the Middle School Gyms, Firehouse Arts Center and Pleasanton Senior Center. The Instructor will be responsible for the set up and take down for their class.

Set up and take down may include but is not limited to:

- Setting up and breaking down tables and chairs
- Maintain proper organization in storage areas
- Sweeping floors
- Checking restrooms
- Taking out trash

Here’s a listing of some of the facilities used for classes. Visit the City of Pleasanton’s website for photos and more information about the facilities.

<http://www.cityofpleasantonca.gov/gov/depts/cs/rentals/default.asp>

Facility	Address	Program Space	Capacity
Amador Recreation Center	4455 Black Ave.	Main Hall	50/75
Cultural Arts Center	4477 Black Ave.	Pottery Studio	25
		Dance Studio	49
Firehouse Arts Center	4444 Railroad Ave.	Classroom A	20
		Classroom B	40
Harvest Park Middle School Gym	4900 Valley Ave.	2 full courts or 4 side courts	
Nature House	519 Kottinger Dr.	Main Room	15-20
Pleasanton Middle School Gym	5001 Case Ave.	2 full courts or 4 side courts	
Pleasanton Senior Center	5353 Sunol Blvd.	Main Hall	50/100
		Classroom	25
		Art Room	10-15
Thomas Hart Middle School Gym	4433 Willow Rd.	1 full court and 3 side courts	
Veterans Memorial Building	301 Main St.	Main Hall	25/100

### Personal Business

Contract Instructors are not allowed to solicit personal services or items to participants, guests, or staff. The Contract Instructor may not receive or make personal phone calls while performing services. Instructors who wish to bring their children to class for limited periods of time may do so if they can carry out their duties unimpeded and allow others to do the same.

### Refund Policy/Withdrawals

A full refund will be given when notice is received by the Library and Recreation Department at least ten (10) days prior to the start of the class or program. Refund requests received at least five (5) days prior to the start of the class or program will be assessed a \$5.00 administrative fee, per class/program. No

refunds will be issued for requests received less than five (5) days prior to the start of the class/program. Full refunds will be granted if the class or program is cancelled by the Department. No refunds given for non-attendance, one-day workshops or material/supply fees.

Students who withdraw for medical reasons from a course before it ends will be given a pro-rated refund. Refunds will be based on the day that the student notifies the City of their desire to withdraw. Instructors will be compensated based on the revenue after pro-ration. If a material fee is paid, the instructor will retain the entire material fee.

### **Releasing of Minors**

At the end of the activity time, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty. The Contract Instructor must stay until all participants have left the facility. The Contract Instructor should contact the parent or guardian if a child is not picked up. If you cannot reach a parent or guardian and more than 15 minutes go by, the Instructor should contact the Library and Recreation Administration office at (925) 931-5340 during business hours and Pleasanton Police Department at 931-5100 after business hours. Instructor should stay with the child until a Library and Recreation Staff, police officer or the parent/guardian arrives.

### **Representing the City through Professional Conduct**

It is imperative that Contract Instructors be helpful and courteous at all times. The City of Pleasanton does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City Staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, he or she will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited and may result in termination of the contract.

### **Safety of Participants**

The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify Staff and to take actions that will ensure participant safety.

### **Standard Revenue Split**

A standard split of 55/45 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 55% of the monies received from class registration. The remaining 45% is retained by the City of Pleasanton to cover general operation costs. Instructors who hold courses at non-city facilities (i.e. personal businesses) will receive a split of 65/35. Contract Instructor proposals can also include camps and workshops as part of their proposals. Registration fees and compensation for short-term programming and contracts can be negotiated.

### **Substitutes**

If an instructor has made arrangements for a substitute, the Department must be notified. Your Library and Recreation representative must approve all substitutes. Substitutes who are not Contract Instructors

with the City of Pleasanton, must submit an Instructor Application and enter into a Contract and meet all other requirements (TB tests, fingerprinting, etc. ) before instructing.

### **Supply/Material Fees**

The Contract Instructor will determine student material fees and inform the City of the need for these fees. Material fees will be assessed as part of the registration fee. Instructors may also opt to supply classroom materials, direct students to the appropriate source, or build the cost of supplies into the class fee.

## **PROMOTING YOUR COURSE**

Your course will be listed in the Activities Guide that is mailed to all Pleasanton households, but it's important that the Contract Instructors conduct some additional outreach to ensure the success of the course (i.e. flyers, ads, etc.). All advertisement materials must include the **City of Pleasanton logo, contact number for registration (925) 931-5340, registration website [www.pleasantonfun.com](http://www.pleasantonfun.com), the course's unique 5-digit barcode, and the contract instructor's phone number or email address.** All advertisement materials must be approved by the City of Pleasanton representative.

- **Advertisements:** There are several weekly papers that offer low cost advertising for local businesses.
- **Special Events:** The Library and Recreation Department offers many special events. With prior approval, Instructors are welcome to participate or hand out flyers at Department events. Contact your Library and Recreation representative to arrange your attendance at an event.
- **On the Internet:** Develop your own website or social media site/campaign.

Promotion by the Library and Recreation Department: The City of Pleasanton will place your description in our Recreation Activities Guide and any pictures of your classes that you have provided. Additionally, your course description will also be listed on our Online Registration page, [www.pleasantonfun.com](http://www.pleasantonfun.com), and we will promote your website in our Activities Guide. Flyers may also be created to help generate interest. Library and Recreation may also use social media websites to help advertise classes.

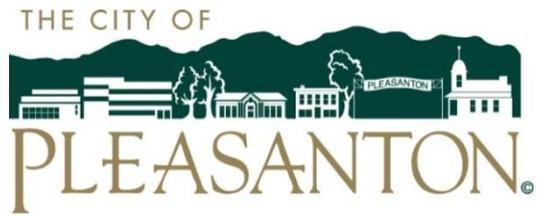
Your personal contact information will be listed in the Activities Guide and on our Online Registration page. Please indicate on your class proposal forms if you would prefer potential students to contact you by phone or by email.

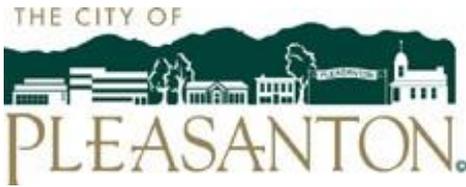
## **SUBMITTING YOUR APPLICATION & PROPOSAL**

Completed proposals can be mailed to the address below or faxed to (925) 931-5477. You can find all needed forms at <http://www.cityofpleasantonca.gov/civicax/filebank/blobdload.aspx?BlobID=24251> Please include additional proposal forms if you are proposing to teach more than one type of class or to more than one age group.

For more information, please contact:  
City of Pleasanton  
Library and Recreation Department  
P.O. Box 520  
Pleasanton, CA 94566  
(925) 931-5340  
[recreation@cityofpleasantonca.gov](mailto:recreation@cityofpleasantonca.gov)

Thank you and we look forward to working with you!





## Library and Recreation Department Contract Instructor Checklist

925.931.5340 Office | 925.931.5477 Fax

Contractor Name \_\_\_\_\_ Date \_\_\_\_\_

Name/Type of Class \_\_\_\_\_ Season/Year \_\_\_\_\_

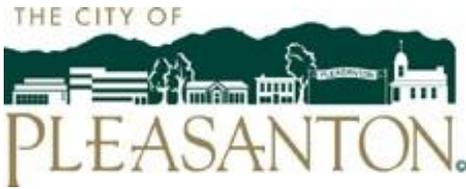
### Preliminary Documents:

- \_\_\_\_\_ Contract Instructor Application
- \_\_\_\_\_ Contract Instructor Proposal
- \_\_\_\_\_ Two Reference Letters Pertaining to Work Experience
- \_\_\_\_\_ One Character Reference Letter

### Upon Approval:

- \_\_\_\_\_ City Business License receipt  
*(Business licenses can be obtained at 200 Old Bernal Visit <http://www.cityofpleasantonca.gov/business/license.asp> for more information.)*
- \_\_\_\_\_ TB Test Certificate from the last 4 years
- \_\_\_\_\_ General Liability Insurance with \$1 Million minimum coverage and endorsement page  
*(City of Pleasanton must be named as an additional insured. This can also be purchased at the Community Services office at 200 Old Bernal. Contact 925-931-5340 for more information.)*
- \_\_\_\_\_ Worker's Compensation Insurance **OR** No Employees Declaration Form
- \_\_\_\_\_ W-9 (Reporting Income)
- \_\_\_\_\_ Fingerprint Clearance\* and Certificate of Background Check (if you have employees)
- \_\_\_\_\_ Instructor Information Sheet
- \_\_\_\_\_ Contract for Instructional Services w/ attached scope of work.

\*Once the Community Services Director has signed your contract, you will need to be fingerprinted at the police department. Please call your Community Services representative to schedule an appointment. Total time for fingerprinting takes approximately 20 minutes.



**Library and Recreation Department**  
**Contract Instructor Application**  
 Phone 925.931.5340 | Fax 925.931.5477

**APPLICANT INFORMATION**

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Social Security Number (Required for payment)					
Proposed Class					
Have you taught this course before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Location			Dates		
May we contact them as a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phone:
Location			Dates		
May we contact them as a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phone:
Location			Dates		
May we contact them as a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Phone:

**EDUCATION**

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**REFERENCES**

*Please list two professional references.*

Full Name		Relationship
Company		Phone
Address		

Full Name	Relationship
Company	Phone
Address	

### RELATED EMPLOYMENT

Company	Phone
Address	
Job Title	
Responsibilities	
From	To Reason for Leaving

May we contact your previous supervisor for a reference?      YES       NO

Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for Leaving

May we contact your previous supervisor for a reference?      YES       NO

### NEED FOR PROGRAM

Please list all other providers of a similar program in this community:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Service: \_\_\_\_\_

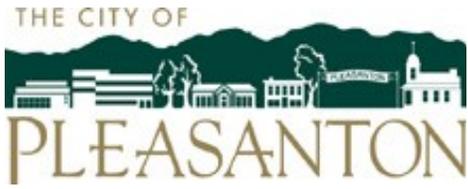
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Summary of Service: \_\_\_\_\_

### DISCLAIMER AND SIGNATURE

Contract Instructors are contracted with the City to provide instruction for specialty recreation activities, and are therefore not employees of the City of Pleasanton. Contract Instructors shall be dismissed at any time if the Library and Recreation Department finds their instruction to be inadequate or their behavior, attitude, or appearance to be unacceptable. Please attach any additional information about yourself that would further explain your desire to be a Contract Instructor. I certify that all statements in this application are true and complete. I agree and understand that any incorrect statements or omissions of material facts herein will cause forfeiture on my part of all rights to contracting with the City of Pleasanton. I release all individuals who provide information to the City from all liability regarding the use of such information.

Signature	Date
-----------	------



# Library and Recreation Department Contract Instructor Proposal

925.931.5340 | 925.931.5477 Fax

*(Separate forms for each class or age group)*

## INSTRUCTOR INFORMATION

Last Name	First	M.I.	Date
Business Name			
Street Address		Apt/Unit #	
City	State	ZIP	
Phone	Cell Phone		
Web Site	Email Address		

## CLASS DESCRIPTION

Title of Class
Class Description <i>(45 words maximum)</i>

### AGE GROUP (select one)

- |   |  |
|---|--|
| <input type="checkbox"/> Preschool (ages 2-5) | <input type="checkbox"/> Adults (18-49)          |
| <input type="checkbox"/> School Age (6-12)    | <input type="checkbox"/> Mature Adults (50 & up) |
| <input type="checkbox"/> Teens (13-17)        | <input type="checkbox"/> Family (for all ages)   |

### SUBSECTION (select one)

- |   |  |
|---|--|
| <input type="checkbox"/> The Arts         | <input type="checkbox"/> Exercise and Wellness |
| <input type="checkbox"/> Special Interest | <input type="checkbox"/> Sports                |

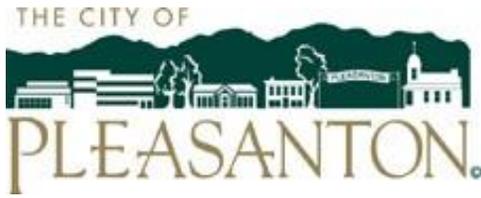
## CLASS INFORMATION

Age Min	Age Max	Min. class enrollment	Max. class enrollment
Supply/Material fee		Items provided	

Special Room requirements						
Days of the Week	Start/End Date (s)	Start/End Time (s)	No Class Dates	# of Classes	Fee	<i>(Office Use Only)</i> Course Code

Office Use Only

Date Received	Staff Initials	CLASS Entry	Staff Initials
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# Library and Recreation Department Contract Instructor Proposal

925.931.5340 | 925.931.5477 Fax

(Separate forms for each class or age group)

## INSTRUCTOR INFORMATION

Last Name Smith	First Tracy	M.I. L	Date 1/1/15
Business Name H2O Fun			
Street Address 1234 Santa Rita Road			Apt/Unit #
City Pleasanton	State CA	ZIP 95336	
Phone (925) 876-5432	Cell Phone (925) 234-5678		
Web Site www.h2ofun.net	Email Address h2ofun@yahoo.com		

## CLASS DESCRIPTION

Title of Class: Water Aerobics

Class Description (45 words maximum)

Water exercise classes support the body and reduce risk of muscle or joint injury through the buoyancy of water and mitigation of gravity. This class includes interval, circuit and resistance training using hand buoys. Designed for intermediate and advanced exercisers.

### AGE GROUP (select one)

- Preschool (ages 2-5)      Adults (18-49)  
 School Age (6-12)      Mature Adults (50 & up)  
 Teens (13-17)

### SUBSECTION (select one)

- The Arts      Exercise and Wellness  
 Special Interest      Sports

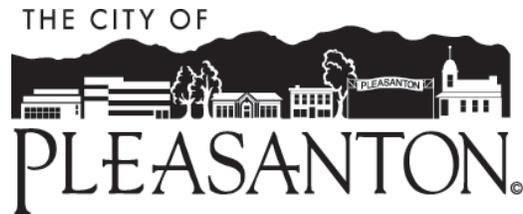
## CLASS INFORMATION

Age Min: 16	Age Max: 99	Min. class enrollment: 4	Max. class enrollment: 20
Supply/Material fee: \$0	Items provided: Buoyancy equipment & hand buoys.		
Special Room requirements: Swimming pool with access to locker rooms			

Days of the Week	Start/End Date (s)	Start/End Time (s)	No Class Dates	# of Classes	Fee	(Office Use Only) Course Code
Mon & Wed	June 22 - August 19	6:00pm - 7:00pm	July 6	17	\$119	
Tues & Thurs	June 23 - August 20	10:00am - 11:00am	n/a	18	\$126	
Saturday	June 20 - August 15	9:30am - 10:30am	July 4	9	\$63	

Office Use Only

Date Received	Staff Initials	CLASS Entry	Staff Initials
---------------	----------------	-------------	----------------



## Clarification of Insurance Requirements

We have been advised by our City Attorney that insurance information submitted must include an endorsement that names the City as an additional insured party. A sample endorsement is attached for your reference.

Please work with your insurance company to make sure that your Certificate of Insurance is accompanied by the required endorsement. The contract cannot be executed until the endorsement is provided.

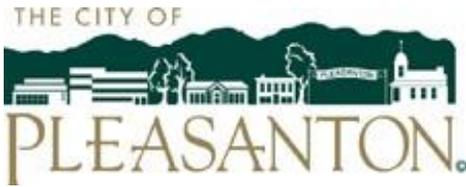
### Q+A:

***If the Certificate of Insurance lists the City of Pleasanton in the box under "Certificate Holder", why can't we accept the certificate of insurance as proof of the City being named as an additional insured? Why do we need an Endorsement?***

A Certificate of Insurance is meaningless and provides no coverage to the City without an accompanying Endorsement. Indeed, most Certificate of Liability Insurance forms contain the following language in the upper right-hand corner of the form: "This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below."

***What do I look for in an Endorsement?***

Please refer to the attachment for a sample Endorsement. Ideally, the Endorsement should specify "the City of Pleasanton, its officials, officers, employees and volunteers" in the box labeled "Schedule." If your insurance company has specific questions, invite them to contact the Pleasanton City Attorney's office at 925-931-5015.



**Community Services Department**  
**No Employee Declaration Form**

925.931.5340 Office | 925.931.5477 Fax

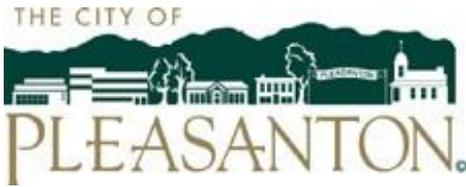
Contractor Name \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

I declare that I do not employ any person in connection with my contract with the City of Pleasanton for Instructional Services. I also understand that if I do employ such persons, I must first provide to the City of Pleasanton evidence of Workers Compensation Insurance coverage and meet all employee requirements (fingerprints and TB test).

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Library and Recreation Department Contract Instructor Information Sheet

925.931.5340 Office | 925.931.5477 Fax

## GENERAL INFORMATION

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Class: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

## CONTACT INFORMATION FOR STUDENTS

Phone number for students to contact you with questions: \_\_\_\_\_

E-mail address for students to contact you with questions: \_\_\_\_\_

## EMERGENCY INFORMATION

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

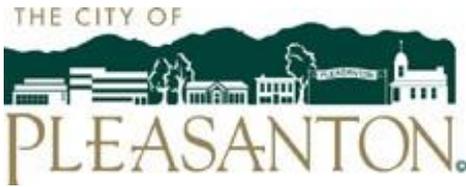
Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

### *Office Use Only*

Fingerprinted: \_\_\_\_\_ TB Clearance Date: \_\_\_\_\_ Employees: yes / no



**Community Services Department**  
**Certification of Background Checks**  
 Phone 925.931.5340 | Fax 925.931.5477

\_\_\_\_\_ ("Contractor") acknowledges that pursuant to California Public Resources Code §5164 that no person (e.g., employee of Contractor, volunteer, or independent contractor or subcontractor hired by Contractor) may be in a position having supervisory or disciplinary authority over a minor (any person under the age of eighteen) if that person has been convicted of any of various specified offenses<sup>1</sup>. This prohibition applies to Contractor, Contractor's employees or volunteers, and any contractors or subcontractors used by Contractor, or the employees or volunteers of those contractors or subcontractors.

Contractor certifies that Contractor has required each person who may be in a position of having supervisory or disciplinary authority over a minor to have had fingerprints taken and submitted to the California Department of Justice for verification, and that such person has not been convicted of the disqualifying offenses, and that Contractor will be notified of any future disqualifying offenses. All such persons are identified below:

Name of Employee , Volunteer, Contractor, Subcontractor, or any other relevant person	Position	Date of Background Check

Contractor is required to provide updated information to the City as these persons change. Contractor further acknowledges that by this Certification of Background Checks, the City of Pleasanton will not independently verify the information provided by Contractor; so therefore the Contractor shall indemnify, defend and hold harmless the City, its elected and appointed officials, and its employees from and against any and all claims, loss, liability and damages resulting from injury or death to any person arising out of or in connection with the misrepresentation or inaccuracy of any information provided herein.

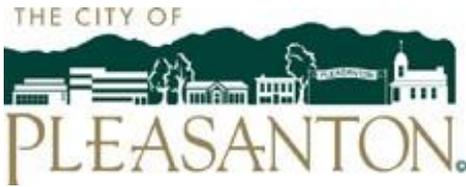
Dated: \_\_\_\_\_

Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

<sup>1</sup> Violations or attempted violations of §§ 220, 261.5, 262, 273a, 273d, or 273.5 of the California Penal Code, or any sex offense listed in § 290 of the Penal Code, except for the offense specified in subdivision (d) of § 243.4 of the Penal Code, within ten (10) years of the date of such person seeking to be employed or serve as a volunteer of Contractor.



**Library and Recreation Department**  
**Certification of Tuberculosis Results**  
 Phone 925.931.5340 | Fax 925.931.5477

\_\_\_\_\_ ("Contractor") acknowledges that pursuant to California Public Resources Code §5163 that no person (e.g., employee of Contractor, volunteer, or independent contractor or subcontractor hired by Contractor) shall initially be employed in connection with a park, playground, recreational center, or beach used for recreational purposes by a city or county in a position requiring contact with children, or as a food concessionaire in that area, unless the person produces or has on file with the city or county a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis.

Contractor certifies that Contractor has received a "Certificate" from each person below to verify that within the last two years the person has been examined and has been found to be free of communicable tuberculosis. An annual chest X-ray is required if the person is unable to take a TB test due to possible past exposure.

Name of Employee , Volunteer, Contractor, Subcontractor, or any other relevant person	Position	Test Result Read Date <i>(valid four years)</i>	Chest X-ray Date <i>(valid one year)</i>

Contractor is required to provide updated information to the City as employees change and as test results are updated (every four years).

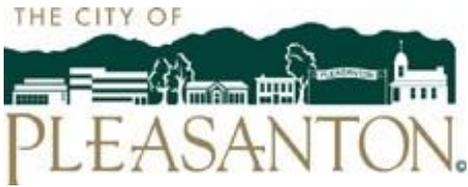
Contractor further acknowledges that by this Certification of Tuberculosis Result, the City of Pleasanton will not independently verify the information provided by Contractor; so therefore the Contractor shall indemnify, defend and hold harmless the City, its elected and appointed officials, and its employees from and against any and all claims, loss, liability and damages resulting from injury or death to any person arising out of or in connection with the misrepresentation of any information provided herein.

Dated: \_\_\_\_\_

Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_



# Library and Recreation Department Contract Instructor Employee Information Sheet

925.931.5340 Office | 925.931.5477 Fax

Contractor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill in the following contact information for your employees who will be conducting classes, and which classes they will be teaching or assisting with:

## EMPLOYEE

Instructor Name: \_\_\_\_\_ Date of Class: \_\_\_\_\_

Name of Class: \_\_\_\_\_ Class Barcode: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

## EMPLOYEE

Instructor Name: \_\_\_\_\_ Date of Class: \_\_\_\_\_

Name of Class: \_\_\_\_\_ Class Barcode: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

## EMPLOYEE

Instructor Name: \_\_\_\_\_ Date of Class: \_\_\_\_\_

Name of Class: \_\_\_\_\_ Class Barcode: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

## EMPLOYEE

Instructor Name: \_\_\_\_\_ Date of Class: \_\_\_\_\_

Name of Class: \_\_\_\_\_ Class Barcode: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_