

# Community Services Department



## Contract Instructor Handbook & Class Proposal Form

# **Contract Instructor Handbook & Class Proposal Form**

## **City of Pleasanton Community Services Department**

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# Contract Instructor Handbook & Class Proposal Form

## City of Pleasanton Community Services Department

Thank you for your interest in becoming an independent Contract Instructor with the City of Pleasanton. We are excited about the possibility of working together to serve our community.

### WHY TEACH A COURSE FOR THE CITY OF PLEASANTON?

The Community Services Department is dedicated to building strong families through the provision of educational, creative, and recreational opportunities. Pleasanton Community Services Department (PCS) 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 Community Services Department offer you as an Instructor? Here are just a few features that our Department can offer you:

- The City has great facilities. Classroom facilities, auditoriums, gymnasiums and parks are available for Contract Instructor courses. These facilities are maintained to assure the comfort of instructors and participants.
- The City of Pleasanton will place your course description in our Recreation Activities Guide that is distributed to more than 26,000 households three (3) times a year.
- The City uses a technologically advanced computer registration system. The “CLASS” system allows us to maintain facility booking for your course and to process registrations in an efficient manner. Instructors receive attendance reports and Community Service staff provides instructors with contact information for all participants. We accept cash, checks, Visa and MasterCard for payments. We offer registration through three (3) easy customer friendly ways including: online registration, mail, or in person.



## HOW TO GET STARTED

Instructors are hired on a contractual basis. In order to become a Contract Instructor for the City of Pleasanton, a potential instructor must first do the following:

- Submit an Instructor Application.
- Submit a Contract Instructor Proposal: If your course is accepted, the Instructor Proposal Form will be used to book your room/space, provide you with an activity number, and place your course information into the Recreation Activities Guide.

Once you have submitted your Instructor Application and Instructor Proposal Form, a representative from the City of Pleasanton will contact you and serve as your primary point of contact for the processing of your proposal. This person will review your instructor application and notify you if the City would like to proceed with the course. If the City decides to proceed with the course, the potential instructor will sign a City Contract to become a Contract Instructor.

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 Receipt**  
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.ci.pleasanton.ca.us/business/license/> or call (925) 931-5440.
- **Fingerprints**  
The City of Pleasanton requires that all Contract Instructors, Instructor Assistants, and Subcontractors complete a background screening before entering the program. Contract Instructors will receive a Live Scan Form once they are approved to teach. Contract Instructors must schedule an appointment with their Recreation Representative point of contact to complete their background screening. Be prepared to bring an I.D. card or Driver's License to the screening. Contractors with employees must complete the City's Certification of Background Checks form verifying that Contract Instructor employees have been fingerprinted.
- **TB Test**  
California State regulations require any person employed in connection with a park, playground or recreational center to produce a valid Tuberculosis (TB) test certificate prior to employment. If you already completed the test and have a certificate from the last 2 years, please submit a copy. As a reminder, Tuberculosis (TB) test will be at the contractors own expense. TB certificate must reflect an examination within the past two (2) years.
- **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.

- **Insurance**

The City of Pleasanton is a part of a self-insured insurance pool known as the “Association of Bay Area Governments” that will not defend or pay out any claims brought against an Independent Contractor. The City of Pleasanton requires that all Contract Instructors obtain general liability insurance of \$1 million dollars 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 respects to General Liability. Insurance can also be purchased through the City of Pleasanton. Please work with your Recreation Representative for more information.

- **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, you will sign a letter stating you are the sole proprietor.

## **GENERAL INFORMATION**

### **Registration**

Participants must pre-register for all courses. Registrations are processed on a first-come; first serve basis by the City of Pleasanton. No registrations may be taken at your program. 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:

Community Services Department

P.O. Box 520

Pleasanton, CA 94566

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

*Community Services Modular, 200 Old Bernal Ave.*

*8:00am – 5:00pm, Monday through Friday*

*Pleasanton Senior Center, 5353 Sunol Blvd.*

*8:30am.– 4:30pm, Monday through Friday*

*Dolores Bengtson Aquatic Center, 4455 Black Ave.*

*Hours vary. Please call (925) 931-3420 for more information.*

## Recreation Catalog Sessions

FALL/WINTER ~ September 1-January 31

SPRING ~ February 1-May 31

SUMMER ~ June 1-August 30

## Course Rosters

A list of all course participants should be obtained from the Recreation Representative prior to the start of each course. Rosters are emailed to instructors 5-10 business days prior to the start of the class. It is important to have the most up-to-date participant information. If you do not receive a roster or want to request an updated roster, please email [recclasses@cityofpleasantonca.gov](mailto:recclasses@cityofpleasantonca.gov) or call (925) 931-5340.

## Evaluations

Participant survey forms will be administered to participants via email or Survey Monkey through the Community Services Department. Feedback and results will be provided to the instructor once collected.

## Available Facilities for Contract Classes

Firehouse Arts Center - Classroom A and Classroom B

Pleasanton Senior Center – Main Hall, Meeting Room, Classroom, Art Room

Cultural Arts Center – Pottery Studio and Main Room

Veterans Memorial Building – Main Hall

Amador Recreation Center – Main Hall

Century House- Outdoor area and Main Room

Pleasanton Middle School Gym – Two Full Courts or Four Side Courts

Harvest Park Middle School Gym - Two Full Courts or Four Side Courts

Thomas Hart Middle School Gym - One Full Court and Three Side Courts

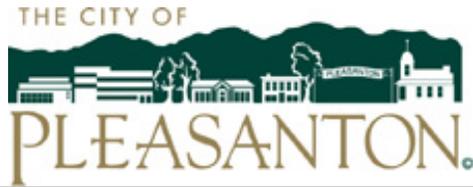
We also have the Pleasanton Sports and Recreation Park as well as numerous parks and sports fields available for classes.

## Holidays

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

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





**Community Services Department  
Contract Instructor Proposal Form**  
(Submit multiple forms for each age group/type of class)

**INSTRUCTOR INFORMATION**

Last Name	First	M.I.	Date
Business Name			
Street Address			Apartment/Unit #
City	State	ZIP	
Phone	Cell Phone		
Web Site	Email Address		
Title of Class			
Class Description (45 words maximum)			

**AGE GROUP** | **SUBSECTION**

Select one per type of class:				Where would you like your class information listed in the activities guide?			
Preschool (Ages 2-5)	<input type="checkbox"/>	Adults (Ages 18-54)	<input type="checkbox"/>	The Arts	<input type="checkbox"/>	Exercise and Wellness	<input type="checkbox"/>
Elementary (Ages 6-12)	<input type="checkbox"/>	Mature Adults (Ages 55 & up)	<input type="checkbox"/>	Special Interest	<input type="checkbox"/>	Sports	<input type="checkbox"/>
Teens (Ages 13-17)	<input type="checkbox"/>						

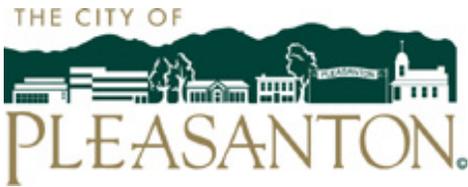
**FACILITY PREFERENCE (NOT GUARANTEED)**

1 <sup>st</sup> Preference	2 <sup>nd</sup> Preference
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**CLASS REQUIREMENTS**

Age Min.:	Age Max.:	Min. class enrollment:	Max. class enrollment:
Supply/Material fee: \$		Items provided:	
Special Room requirements:			

DAYS	START/END DATE(S)	NO CLASS DATES	START/END TIME(S)	# OF CLASSES PER SESSION	FEE



## INSTRUCTOR APPLICATION

Phone: (925) 931-5340

Fax: (925) 931-5477

[recclasses@cityofpleasantonca.gov](mailto:recclasses@cityofpleasantonca.gov)

### 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"/>	
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 Community Services 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
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## PROMOTING YOUR COURSE

All advertisement materials to promote your courses must be approved by your City of Pleasanton Representative. All advertisement must include the City of Pleasanton Community Services logo, contact number for registration (925) 931-5340 and registration website [www.pleasantonfun.com](http://www.pleasantonfun.com).

- **Advertisements:** There are several weekly papers that offer low cost advertising for local businesses.
- **Press Release:** The Community Services Department will prepare press releases pertaining to courses twice during each year if requested by the Instructor.
- **Special Events:** The Community Services Department offers many special events. With prior approval, Instructors are welcome to participate or hand out flyers at Department events. Contact your Recreation Representative to arrange your attendance at an event.
- **On the Internet:** Develop your own Website. Contact your local Internet provider for information on how to create a site.
- **Promotion by the Community Services 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 and we will promote your website in our Activities Guide.

## ABSENCES, SUBSTITUTES, REFUNDS & COURSE CANCELLATIONS

- Absences:** If an instructor is ill or unable to meet with his/her class, the instructor must notify their Recreation Representative as soon as possible. It is the Instructor's responsibility to notify students of a course cancellation of this nature.
- Substitutes:** If an instructor has made arrangements for a substitute, the Department must be notified. Your 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, such as TB testing, Fingerprinting, and CPR certification before Instructing.
- Refunds/Withdrawals:** 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.
- Course Cancellations:** The City of Pleasanton reserves the right to cancel, combine or divide courses; to change the time, date or place of courses; to change the instructor; and to make other changes which become necessary to ensure a quality experience for the participants. If the Community Services Department cancels your course, the Department will notify students and issue any necessary refund. Contract Instructors are responsible for contacting the Recreation Representative immediately if they have reason to cancel a class. If a Contract Instructor cancels, they are responsible for informing students as well.

## COURSE AND INSTRUCTOR POLICIES

**Registration** - All registration takes place through the City of Pleasanton Community Services Department or online at [www.pleasantonfun.com](http://www.pleasantonfun.com). **Contract Instructors should never collect registration money, registration forms, or supply/material fees.**

### Contract Instructor Payment

City of Pleasanton policy provides for payment after receipt of services; therefore, advance payments are not possible. Instructors must submit a request for payment for classes that are complete. Once requested, the instructor will receive a check for class (es) taught approximately 30 days after services have been rendered. 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.

### 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.

### Standard Revenue Split

A standard split of 60/40 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 60% of the monies received from class registration. The remaining 40% is retained by the City of Pleasanton to cover general operations. 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.

### 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.

### 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.



## Facility Access

Instructors may receive facility access by being issued a City Prox Card. These cards cannot be loaned or issued to anyone other than the authorized instructor. Facility access is only allowed for instructing courses. Any other entrance into a City facility is considered unauthorized and may result in the Contract Instructor's dismissal. Contract Instructors may not store any materials or equipment at City facilities.

## Closing of 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. Facility set up and take down for classes are the responsibility of the Instructor.



## 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 Community Services 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 Community Services Staff, police officer or the parent/guardian arrives.

## 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.

## 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.

## 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

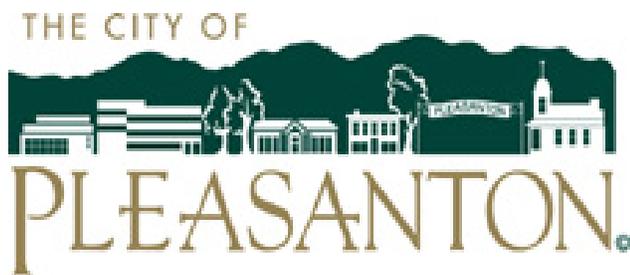
that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.

### **ACCIDENTS/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 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 Community Services Administration office at (925) 931-5340. All accidents and incidents must be reported, no matter how minor they may appear.

### **SUBMITTING YOUR PROPOSAL**

**Please include additional application forms if you are proposing to teach more than one type of class.** Completed proposals can be mailed to the address below or faxed to (925) 931-5477 or completed online at <http://www.ci.pleasanton.ca.us/services/e/ContractInstructorProposal.html>.



**For more information contact:**  
City of Pleasanton  
Community Services Department  
P.O. Box 520  
Pleasanton, CA 94566  
(925) 931-5340  
[recclases@cityofpleasantonca.gov](mailto:recclases@cityofpleasantonca.gov)