

## CONTRACT INSTRUCTOR POLICIES AND REGULATIONS

Instructors who are under contract with the Redwood City Parks, Recreation and Community Services Department must adhere to the following policies:

### 1. REGISTRATION

- A. Registrations are processed on a first-come, first served basis by the Department with Redwood City Residents receiving a two week advance period before non-residents are accepted.
- B. No registrations for any class will be taken after the third class meeting.
- C. No registrations are taken in class. Students may deliver registrations to Red Morton Community Center and Sandpiper Community Center during regular business and evening hours. **DO NOT LET STUDENTS INTO YOUR CLASS IF THEY ARE NOT ON THE ROSTER.** They can fill out a registration form and leave it at the front desk before entering. **Accepting payment personally while on City premises is against the law under municipal codes: Chapter 25, sections 25.2.01 and 25.02.03.**
- D. Do not take any drop-in fees unless pre-arranged by the department.

Class rosters will be available for instructors at the building where the class is held, for the first through third class meetings. People who register the day of the class will not be on the class list but should appear on the second or third class roster. People who are not on the roster or do not have a registration receipt are not registered and should not be allowed in the class.

- F. It is the responsibility of the instructor to keep an accurate tally of those students within his/her class. It is unfair to allow students who are not registered to take the time of the instructor or the space and equipment of the class away from those who are registered and paid members. Remember, you will not be paid for students not on your roster and you are liable for them.
- G. **You may check your own class numbers online.** Contact us for more details.

### 2. CLASS MINIMUMS / MAXIMUMS

The minimum and maximum number of participants to be allowed in a class will be established by the instructor and the Supervisor. Consideration of the best number for instructional purposes, room size, and equipment available will be criteria for class numbers. Be careful not to set your minimum too high as class will be cancelled if minimum not reached two days prior to the start of class.

### 3. PRINTING

Our Department will print class materials or flyers (within reason) for instructors if arrangements are made in advance with your department contact person and the work load is such that it can be handled. We do not print materials for other recreation departments or other organizations taught by the same instructor. We will not print entire school runs for the district.

#### 4. PUBLICITY

The Department will provide a certain amount of publicity for all classes. This will include a listing and description in the "Recreation Activity Guide" brochure which is mailed to all Redwood City residents, and can include inclusion in our electronic newsletters, social media sites and more. We can advise or assist instructors with flyers or press releases by arrangement. All publicity must include: "Sponsored by the Redwood City Parks, Recreation and Community Services Department" and our contact phone number for registration: (650) 780-7311. Additional publicity done by the instructor is advisable for the success of the class, but must be approved by the department.

#### 5. CLASSROOM SETUP

Responsibility for setting up your classroom lies with the Department. Please designate the type of set-up you wish on the "Room & Equipment Set-up" sheet. If you have a one-time, special request for your class or a change in ongoing setup, please notify the front desk of your building or the registration offices (at Red Morton: 780-7311, Community Activities Building: 780-7250 or Sandpiper: 780-7323) no later than the day before class. Most of the setups are done prior to your class time and the custodian's other duties do not always leave time for immediate assistance to instructors.

#### 6. CLASS CANCELLATIONS

If an instructor is ill or cannot meet with his/her class, the registration office (at Red Morton: 780-7311, or Sandpiper: 780-7323) should be notified immediately. It is the responsibility of the instructor to provide a qualified substitute instructor or a make-up lesson for the students. Instructor must contact the department to determine if space and time is available for make-up classes. If an instructor finds it necessary to be absent for half the sessions or more, the Department should be notified and the substitute instructor should submit an application and be interviewed so that a contract can be written for the new instructor. The Department should always be notified of any substitute instructors. If a class must be cancelled, because of instructor illness or conflict, the department will notify students.

#### 7. SATISFACTION GUARANTEED POLICY

The Department has a Satisfaction Guaranteed Policy which allows students to withdraw from a class which doesn't fulfill their needs. They can receive a credit that may be used for other programs. If students withdraw from your class prior to the initiation of our instructor payment process, you will not be paid for that student. Please try to work with students to satisfy their expectations of your class.

#### 8. INSTRUCTOR PAYMENT

- A. Instructors receive a portion of the fees paid by students registering for their classes. All registration moneys are collected and deposited by the Parks, Recreation and Community Services Department. Instructors who teach onsite will receive 70% of registration fees paid by class participants, less an administrative fee. The administrative fee for classes will be \$4 for classes less than \$30, \$6 for classes \$31 and higher. **Any lab or equipment fees will be paid by students directly to the instructor at the first class.**
- B. Instructors providing their own class space will receive 70% of registration fees. There is no administrative fee added to offsite classes.
- C. The City's policy provides for payment after receipt of services, so advance payments are not possible. Approximately two weeks before the conclusion of the last class taught, the payment process will be started. The instructor will receive a check for class(es) taught from the Redwood City Finance Department by the time the class ends or a week later. Payment will be based on the number of students enrolled at the time the

payment process is started. In the case of short classes (3 weeks or less) or a one/two day class, payment will not be received until approximately 2 to 3 weeks after the class is concluded.

- D. You are responsible for paying all appropriate local, State, and Federal taxes for any income you earn as a contractor. If you make more than \$600 in a year, the City of Redwood City will send an IRS 1099 Miscellaneous form, which you should file with your tax returns. You will need to declare this income.

## 9. CLASS TIMES

Instructors are responsible for providing instruction for the specified number of hours agreed upon and advertised. They will not be paid for set-up, clean-up or preparation time. Once a class has begun, it may not be cancelled. This should not be changed by the instructor without approval of the Department.

## 10. REFUND/CREDITS

Refunds are given to participants if the Department and/or the Instructor cancel a class. For all other situations a student may request an in-house credit. Students are required to fill out a survey as part of the refund process.

**Never promise a student they can get their money back or make-up missed classes.** Please refer all inquires of this nature to the registration desk at Red Morton or Sandpiper Community Centers.

## 11. YOUTH CLASS INSTRUCTORS

- A. **Finger printing is required by California State Law (AB 2986 & AB 1663) for all instructors of youth classes. If you instruct youth 17 years of age or younger, you must be finger printed.** This process only needs to be completed once as long as you are an instructor with Redwood City Parks, Recreation and Community Services Department. The cost of fingerprinting is paid by the Redwood City Parks, Recreation and Community Services Department. Instructors must set up an appointment through the Redwood City Police Department for "Live Scan" which also serves as a background check. Please contact Jordana Freeman at (650) 780-7325 for the appropriate forms. The process must be completed no later than 2 weeks after your class has started or future classes will be put on hold until finger printing has been done. All information will be kept confidential. **For those contractors who hire additional employees, it is your responsibility to screen those individuals. You must sign the "Declaration of Employee Safety" upon submission of your application. Any organizations or instructors who fail to comply with this State Regulation will be released from contract commitments with the City of Redwood City.**
- B. For the safety of children involved in youth classes, instructors must see that children are released to their parents or another responsible adult. **Children should not be allowed to leave the classroom unattended during the class session. Instructors are not to leave until all children are picked up.** If an emergency arises and you cannot wait any longer, you may bring the children to the front desk at Red Morton or Sandpiper Centers for the front desk staff to watch. You may also use the department phone to call late parents.
- C. Instructors should never drive students in their personal vehicles.
- D. Instructors should not bring pets or other individuals to class, unless previously approved by the Community Services Manager.

**12. INSURANCE**

For contractors of activities categorized as medium risk or higher or that are at your facility we require \$1,000,000 Liability. City of Redwood City requires being added as “Additional Insured” to existing policies. The verbiage that needs to appear is as follows:

“The City of Redwood City, its officers, agents, volunteers and employees will be named as additional insureds.”

Red Morton Community Center  
1120 Roosevelt Ave.  
Redwood City. CA 94061

**13. CLASS BEHAVIOR**

Instructor is responsible for control of students. Please make sure that students do not unduly disturb other activities in the facility and that no damage is done to the room or equipment. If problems persist, please discuss the difficulties with your department contact person.

**14. AMERICANS WITH DISABILITIES ACT (ADA)**

Under the Americans with Disability Act (ADA), 1990, Leisure Service Agencies and their instructors are required to accommodate individuals with special needs. Instructors must be willing to work with the Redwood City Park, Recreation and Community Services Department and accommodate those who request assistance.

**15. NON-DISCRIMINATION**

City shall not discriminate against Instructor – nor Instructor discriminate against student- due to sex, race, color, ancestry, religious creed, disability or age.

**16. CHANGE OF ADDRESS**

If there is a change of your address and/or phone number, please notify us as soon as possible. Any delay may prevent your instructor packet from being received on time, which in turn may delay your payment.

**17. PROMPT RETURN OF CLASS INFORMATION**

Prior to each class session (quarter) you will receive a “Program Prep Sheet” and a schedule for the upcoming class session. **Please return your information promptly.** Failure to do so could result in your classes not being offered in the next brochure. It is the instructor’s responsibility to proof class descriptions, dates and times.

**I have read the above and fully understand and agree to these policies.**

**I also agree to abide by #11A and finger print any person employed by myself or company that will be assisting in the teaching or coaching of any activity offered with the Redwood City Parks, Recreation and Community Services Department.**

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Signature

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Date



# INSTRUCTOR APPLICATION

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_ -or- FEDERAL TAX I.D. \_\_\_\_\_

How do you file with the IRS? (i.e. LLC, Inc. Sole Proprietor) \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ EVENING \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TYPES OF CLASSES YOU COULD TEACH (use Class Proposal Form for detailed description of classes currently proposed)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

YOUR DESIRED PAYMENT PER STUDENT PER HOUR OF CLASS: \$ \_\_\_\_\_

(Please try to keep this within reason. If your price is too high, you may lose enrollment).

EDUCATIONAL BACKGROUND/TEACHING EXPERIENCE IN ABOVE SUBJECTS (INCLUDE REFERENCES AND PHONE NUMBERS). YOU MAY ATTACH RESUME.

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## Convictions

Have you ever been convicted of a felony or misdemeanor (not including traffic citations)? YES \_\_\_\_\_ NO \_\_\_\_\_

*If "yes", please explain fully on a separate sheet. Each case is considered individually. A conviction will not necessarily preclude you from employment; however failure to disclose felony or misdemeanor convictions can disqualify you. All contractor instructors are fingerprinted and arrest records verified with the State of California Department of Justice.*

I hereby certify that all statements made in this application are true and I authorize investigation and verification of all matters contained in this application. I understand that any misstatement or omission of material fact will cause forfeiture on my part of all rights of employment with the City of Redwood City.

Signature \_\_\_\_\_

**RETURN TO:**  
Jordana Freeman  
Community Activities Building  
1400 Roosevelt Ave.  
Redwood City, CA 94061  
Fax: 650.368.5087  
jfreeman@redwoodcity.org

# ROOM & EQUIPMENT SET-UP

Name of Instructor \_\_\_\_\_ Name of class \_\_\_\_\_

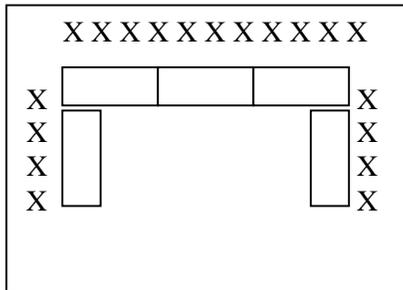
Facility Requested \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Number of tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Additional equipment needed (i.e. overhead projector, sink) \_\_\_\_\_

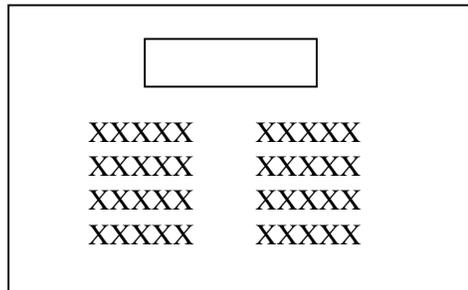
Please choose the type of set-up you need or draw special set-up diagram on reverse.

## CONFERENCE STYLE



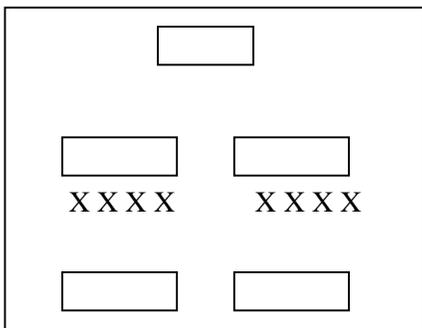
Check here

## LECTURE STYLE



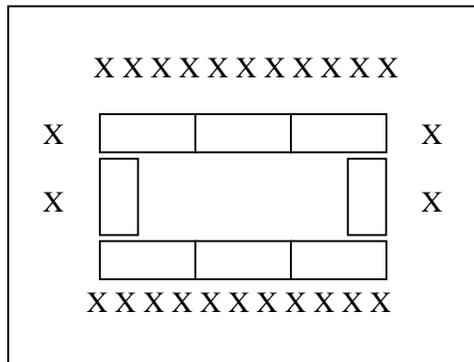
Check here

## CLASSROOM STYLE



Check here

## MEETING STYLE



Check here

If you need a special set-up please check box and indicate on back of paper.

# Contract Instructor Cheat Sheet

## Contact Info

☎ Colleen and Patty (650) 780-7311 or email [cishida@redwoodcity.org](mailto:cishida@redwoodcity.org) or [ppotter2@redwoodcity.org](mailto:ppotter2@redwoodcity.org)

☎ Payments – Colleen (650) 780-7311

## Protocol

- ☺ If your class numbers meet the minimum, you will not receive a phone call (no news is good news) and rosters will be available on the first day of class.
- ☺ If you would like a copy of your roster before hand, please call or email to request one.
- ☺ If you would like to know your class enrollment please have your class code numbers handy before you call.
- ☺ **YOU CAN ACCESS YOUR OWN ROSTERS AND ATTENDANCE SHEETS ONLINE!** You will need to set up log in credentials with us first. Contact us to get started 780.7311
- ☺ If your numbers are below the minimum, someone will call you within a week of your class.
- ☺ Rosters will automatically be emailed to offsite programs the morning of the first day of class. If you would like your numbers sooner, please call.
- ☺ If you are going to miss a class or be late, please contact the appropriate center. If you know before hand, it is your responsibility to alert your participants about your absence and the solution. Please discuss the solution of either a credit or a make-up class with the Recreation Department *before* students are contacted so nothing is promised that doesn't align with our policies.