

CITY OF STOCKTON - COMMUNITY SERVICES DEPARTMENT

LIBRARY & RECREATION

HEALTHY BODY. OPEN MIND. BALANCED LIFE.

Contract Instructor Handbook & Class Application



Contract Instructor Handbook & Class Proposal Form

City of Stockton Community Services Department

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Contract Instructor Handbook & Class Proposal Form

City of Stockton Community Services Department

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

WHY TEACH A COURSE FOR THE CITY OF STOCKTON?

The Community Services Department is dedicated to building strong communities through the provision of educational, creative, and recreational opportunities. Stockton Community Services 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 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 Stockton will place your course description in our Recreation Activity Guide published three (3) times a year.
- The City uses a computer registration system. The “RecTrac” 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 Stockton, 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 Activity Guide.

Once you have submitted your Instructor Application and Instructor Proposal Form, a representative from the City of Stockton 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 of Stockton Contract Instructor Agreement to become a Contract Instructor.

Before the City of Stockton 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 Stockton City Hall located at 425 N. El Dorado St. or on the City's website at <http://stocktonca.gov/files/Businesslicenseapplication.pdf>.
- **Fingerprints**
The City of Stockton requires that all Contract Instructors and Instructor Assistants 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.
- **Reporting Income**
The City of Stockton 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 Stockton is a part of a self-insured insurance that will not defend or pay out any claims brought against an Independent Contractor. The City of Stockton requires that all Contract Instructors offering Instructional Classes deemed as "High Risk" obtain general liability insurance. Before teaching, Contract Instructors must provide a copy of their insurance certificate. The City of Stockton must be listed as the certificate holder and additionally insured with respects to General Liability. 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 occurrence 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.

COURSE AND INSTRUCTOR POLICIES

Registration - All registration takes place through the City of Stockton Community Services Department or online at <https://web2.vermontsystems.com/wbwsc/castocktonwt.wsc/splash.html>.

Contract Instructors should never collect registration money, registration forms, or supply/material fees.

Contract Instructor Payment

City of Stockton policy provides for payment after receipt of services; therefore, advance payments are not possible. The instructor will receive a check for class(es) taught approximately 30-45 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 Stockton 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 70/30 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 70% of the monies received from class registration. The remaining 30% is retained by the City of Stockton 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 Stockton 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.

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 Recreation Representative if a child is not picked up. Instructor should stay with the child until a Community Services Staff 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 Stockton 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 Stockton 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, contact the Recreation Representative, and call 9-1-1. All accidents and incidents must be reported, no matter how minor they may appear.

ABSENCES, SUBSTITUTES, REFUNDS & COURSE CANCELLATIONS

- A. **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 to ensure students can be notified of a course cancellation. Instructors can make up a course date, but it must be approved by the Recreation Representative in advance of the makeup date.
- B. **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 Stockton, must submit an Instructor Application and enter into a Contract and meet all other requirements, such as Fingerprinting before Instructing.
- C. **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.
- D. **Course Cancellations:** The City of Stockton 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.

PROMOTING YOUR COURSE

All advertisement materials to promote your courses must be approved by your City of Stockton Representative. All advertisement must include the City of Stockton Community Services logo, contact number for registration (209) 937-8206 and registration website <https://web2.vermontsystems.com/wbwsc/castocktonwt.wsc/splash.html>.

- **Advertisements:** There are several weekly papers that offer low cost advertising for local businesses. Contract Instructors may choose to advertise for their classes with prior approval.
- **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 Stockton will place your description in our Recreation Activity 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 Activity Guide.

Recreation Catalog Sessions

FALL/WINTER ~ September 1-December 31

SPRING ~ January 1-April 30

SUMMER ~ May 1-August 31

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 request it through your Recreation Representative.

Evaluations

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

Available Facilities for Contract Classes

Arnold Rue Community Center – Multi-purpose Room, Classroom, Kitchen, Dance Room w/ mirrors, and Gym

Oak Park Ice Arena – Dance Room w/ mirrors

Oak Park Senior Center – Classroom and Hall w/ mirror

Seifert Community Center – Two (2) Classrooms and Gymnasium

Stribley Community Center – Two (2) Classrooms, Small Gym, and Gym

Van Buskirk Community Center – Classroom, Multi-purpose room w/ mirrors, and Gym

The City of Stockton has numerous parks and sports fields available for classes as well.

Holidays

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

New Year's Day

Martin Luther King Jr. Birthday

Lincoln's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day and the day after

Christmas Eve and Christmas Day



GENERAL INFORMATION

Registration

Participants must pre-register for all courses. Registrations are processed on a first-come; first serve basis by the City of Stockton. 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 <https://web2.vermontsystems.com/wbwsc/castocktonwt.wsc/splash.html> to register online.
2. Mail: Participants may mail completed registration forms to:
Community Services Department
605 N. El Dorado St.
Stockton, CA 95202
3. In Person: Participants may register in person at any of the locations listed below:

<i>Arnold Rue Community Center</i>	<i>Oak Park Senior Center</i>
<i>5758 Lorraine Avenue</i>	<i>730 E. Fulton Street</i>
<i>Stockton, CA 95210</i>	<i>Stockton, CA 95204</i>
<i>Seifert Community Center</i>	<i>Stribley Community Center</i>
<i>128 West Benjamin Holt Drive</i>	<i>1760 East Sonora Street</i>
<i>Stockton, CA 95207</i>	<i>Stockton, CA 95205</i>
<i>Van Buskirk Community Center</i>	
<i>734 Houston Avenue</i>	
<i>Stockton, CA 95206</i>	

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 Community Services Department office at 605 N. El Dorado St., Stockton CA, 95202, faxed to (209) 937-8683, or be taken to any of the City of Stockton Community Centers.



**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 (100 words maximum; please use additional pages if needed)			

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"/>
Elementary (Ages 6-12) <input type="checkbox"/>	Mature Adults (Ages 50 & up) <input type="checkbox"/>
Teens (Ages 13-17) <input type="checkbox"/>	
	The Arts <input type="checkbox"/> Exercise and Wellness <input type="checkbox"/>
	Special Interest <input type="checkbox"/> Sports <input type="checkbox"/>

FACILITY PREFERENCE (NOT GUARANTEED)

1 st Preference	2 nd 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

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	NO			
Location			Dates			
May we contact them as a reference?			YES	NO	Phone: ()	
Location			Dates			
May we contact them as a reference?			YES	NO	Phone: ()	
Location			Dates			
May we contact them as a reference?			YES	NO	Phone: ()	

EDUCATION

High School			Address			
From	To	Did you graduate?	YES	NO		
College			Address			
From	To	Did you graduate?	YES	NO		Degree
Other			Address			
From	To	Did you graduate?	YES	NO		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 Stockton. 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 Stockton. I release all individuals who provide information to the City from all liability regarding the use of such information.

Signature _____ Date _____