

Independent Contract Instructor Handbook



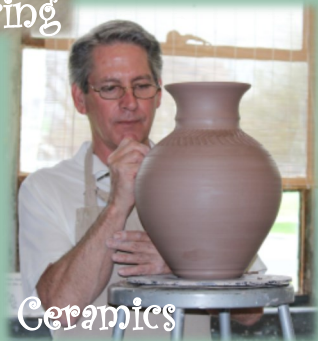
Yoga



Line Dancing



Kickball



Ceramics



Art Classes



Music



Youth Soccer



Bridge



Cooking

200 S. Lamar, Austin, TX 78704 512-974-3921

www.AustinTexas.gov/parks

The City of Austin is committed to compliance with the Americans with Disabilities Act. If you require special assistance for participation in our programs or for use of our facilities, please call 512-974-3914.



Table of Contents

Mission, Vision and Goals.....3

Parks and Recreation Vision, Mission and Goals.....3

How It Works4

Process Steps.....5

Contract Documents.....6

Timeline.....6

Scheduling.....6

Compensation.....7

Registration Procedures7

Marketing7

Professional Standards & Policies.....8

Class Proposal Form (Sample)9 & 10

For more information please call 512-974-3921





We appreciate your interest in becoming an independent contract instructor with the City of Austin. Independent contract instructors allow the Department to offer a variety of programs as we rely on you as the activity expert. We are excited about the possibility of working together to serve our community.

A contract gives you the ability to have your programs based on the needs and space availability at our Facilities or Parks.

Mission

Inspire Austin to learn, play, protect and connect by creating diverse programs and experiences in sustainable natural spaces and public places.

Vision

The Parks and Recreation Department will be an innovative leader in parks and recreation experiences.

Goals For Contract Instruction

Increase participation in structured community recreation

Enrich the community's artistic, cultural environment & experiences

Thanks for being a part of extending educational and healthy opportunities to the citizens of Austin!

How it Works

The Austin Parks and Recreation Department (PARC) utilizes independent contract instructors to provide unique recreational services. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors. We are always open to new, creative ideas, so feel free to bring something new to the Department.

The Parks Department has several different recreational instructor type programs that are connected to our Recreational Facilities. These programs must offer instruction and a learning environment for participants.

The fees for these programs are retained by the Contractor and the percentage owed to the City is paid back to the Facility each month or class session. Contracts must be established and signed by all required Department staff prior to the start of contract services. The following will define and outline the criteria for each agreement.

70—30% Split (70% - Contractor / 30% - City)

- ◆ Designed for all ages
- ◆ Programs that are conducted primarily inside a Parks & Recreation Facility
- ◆ Covers upkeep of the rooms, utilities, janitorial & staffing

80—20% Split (80% - Contractor / 20% - City)

- ◆ Designed for youth programming for ages 17 and under
- ◆ Youth programs (17 & below) that are conducted outside in the parks or on Parks & Recreation Facility property
- ◆ Requires minimal mowing and upkeep of the grounds. No set up by staff

90—10% Split (90% - Contractor / 10% - City)

- ◆ Classes for adults 50 years and older
- ◆ Cost for the programs covers the cost of materials and is kept very low for our 50+ citizens
- ◆ Programs that are conducted inside a Recreation Center or on Parks & Recreation Facility Property
- ◆ Classes are instructed by volunteers—no paid staff

Process Steps

- 1 The process begins by submitting a Class Proposal (Sample found on page 9) describing your program or activity. The Class Proposal is then submitted to the supervisor of the site you are interested or all of the recreation and senior centers if you don't have a site in mind for their review.
- 2 If there is an interest in your program or activity, the Class Proposal is sent to "Risk Management" to determine any insurance requirements. The City of Austin's insurance does **NOT** cover independent contract instructors.
- 3 If Insurance is required, then the insurance requirements are sent out and a copy of your insurance certificate is submitted for review
- 4 Contract holder and all instructors, assistants and substitute instructors must pass a **Criminal Background Investigation (CBI) & Fingerprinting** before teaching. Instructions on the CBI/Fingerprinting process will be sent out. The fees for the CBI/Fingerprinting are paid by the City of Austin. The above forms will be sent out once there is an interest in your program.
- 5 Once all required documents are submitted, a contract is then produced outlining the specifics of the course or activity that you agree to instruct and is sent to you for review and signatures.
- 6 After the return of your signed contract, it is forwarded to the Parks Director's office for approval and signature. A completed contract will be emailed to you and the site supervisor where the classes will be held.
- 7 When you receive your contract contact the approved facility and begin classes. The facility staff will be able to help you with the reporting of class schedules, rosters and receive all payments to the City.

Contract Documents

- ◆ Contract Instructor Class Proposal Form
 - ◆ Certificate of Insurance (if required by Risk Management) **
 - ◆ Notification and Disclosure form for CBI-Sensitive Positions (NADS)/ Fingerprinting (FAST)
 - ◆ Instructor Liability Waiver (Included in contract)
 - ◆ Participant—Release and Waiver (Included in contract)
 - ◆ Signed Contract
- ** Insurance Requirements will be sent out (If applicable) ~ Risk Management will review all class proposals and determine the insurance required.*

Timeline

Independent contract instructors should allow a minimum of one month from initial proposal to the proposed start of the classes for contract processing. Any delays in submitting proper documents will of course delay the process.

- | | |
|---|----------|
| ◆ <u>Class Proposal Evaluation</u> | (1 week) |
| ◆ <u>CBI/Fingerprinting</u> | (1 week) |
| ◆ <u>Contract Documents/Insurance/Signatures</u> | (1 week) |
| ◆ <u>Contract Approval/Denial—City Management</u> | (1 week) |

Proposals may be submitted anytime during the year but all Contracts will expire on September 30th

Scheduling

Instructors are responsible for submitting class schedules through the course proposal form. When programming your classes, keep in mind holidays may affect your class schedules.

The City of Austin observes the following holidays:

New Year's Day	Veterans Day
Martin Luther King Day	Presidents Day
Memorial Day	Independence Day (July 4th)
Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve
Christmas Day	

Compensation

As an independent contract instructor, **YOU** establish the price for your services based on the pricing provided in Class Proposal. The Supervisor will provide current market information to help guide you in your decision of pricing. The student fee will be indicated on your contract and is based on what fee you included on your class proposal. A price range is suggested in order to be flexible for the market or a drop-in rate for participants that can only attend one class at a time.

Registration Procedures

Independent contract instructors are responsible for all class registration and financial obligations aligned with accepting registration (ex: receipts, refunds, cancellation notices, etc.). **Students will pay the contractor directly.**

The Facility Supervisors will inform the contractor what documents they require and the frequency of reporting. The contract instructor shall take daily attendance and submit a paper copy of roll sheets to the PARD site supervisor. A registration roster that includes participants names and fees collected will be submitted with the payment to the PARD site supervisor. The PARD site supervisor will receive your payment and provide a receipt.

Marketing

The City of Austin Parks and Recreation Department promotes recreational opportunities in a number of ways such as flyers, program guides, and our city website. As an independent contract instructor, you are responsible for the marketing of your class and may not place any PARD logos on marketing materials. Do not rely on the City of Austin to market your class or service. The Facility will assist you, but it is up to you to recruit your participants.



Professional Standards & Policies

Professional Conduct

Though not employees of the City of Austin, Independent Contract Instructors do REPRESENT the city. To some participants, the instructor is the only representative of the City they will have contact with. You should strive to conduct yourself in a professional manner at all times including dressing, acting and speaking professionally and supporting both the Department policies and the City's decisions.

Course/Activity Cancellation

If you must cancel a class for any reason, please notify the Parks and Recreation Department no later than 2 hours prior to the change occurring. The instructor is responsible for notifying their participants that the program has been cancelled. PARD staff will make every effort to post signs cancelling the class for any participant who was not able to be contacted by phone.

NOTE— The contract provides the ability to have programs upon availability at the facilities. Programs/Classes may be suspended or cancelled for lack of participation or room availability. Proper notice will be given.

Releasing of Minors

At the end of the activity time, the independent contract instructor must not release children to anyone other than the authorized parent, guardian or to an individual authorized by the parent. The contract instructor must stay until all participants have left the facility.

Safety of Participants

The contract instructor's primary responsibility is to ensure the safety of participants involved in an activity. It is the contract instructor's responsibility to know where the first aid kits are located in the facility or provide one if in an outdoor environment.

Discrimination and Harassment

The City of Austin does not tolerate 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. Independent contract instructors are responsible for their own actions/conduct, and must never engage in discrimination or harassment.

Austin Parks and Recreation Department Contract Instructor Class Proposal

Name	Mary Smith	Business Name (dba) NA
Address	22 Your Street	City, Zip Austin, 78704
Main Phone	512-444-4444	Cell Same
Email	Justme@email address	Website NA

CURRENT LICENSES, CERTIFICATIONS OR REGISTRATIONS

Date Received

(Please attach current copy)

1. Teacher Certificate in Biology	
2. Certificate in Life-Earth Science	

Instructor Bio (Years of experience, certifications, trainings. Please attach current resume)

20 years experience teaching Environmental Science and a Master Gardener

References:

Name	Business/Title	Phone Number
John Doe		
Mary Doe		

Class Title: Gardening in Austin **Site Preference:** Northwest Recreation Ctr

Program Description (Be Specific) - Give a brief description of your class/program. Add attachments as necessary (class flyers)

This is a seven week course that will cover the use of native plants in order to conserve water, other aspects of water conservation, soil and how to test it and amend it, growing herbs, landscape planning to make your property fire-wise, and use of xeriscaping. One class will be a field trip to Zilker Botanical Garden.

Austin Parks and Recreation Department—Class Proposal (Cont.)

Student goals, objectives and / or accomplishments for the Class / Program

Students will learn about native plants that will grow here in the Austin area. They will learn water conservation, soil and how to test and amend it. They will also learn the basics of landscape planning.

***For Consideration Only*—Special Facility Request (Room size, tables, chairs, mats, etc)**

Tables for demonstration and display

Class Day: Monday **X** Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday ___

Hours Per Class: 1.5 **Preferred Class Time** 10 am—11:30 am

Minimum Students? 4 **Maximum Students?** 10 **Age Range?** 18 +

Price Range Per Session: \$35—\$60/6 wks (Example: \$5—\$20; Allow for growth/demographics)

If session—How many classes and weeks? 6 weeks

Drop-in Price (If applicable) NA

Any additional outside cost for students? No X Yes ___ \$ ___

I certify that I have made no misrepresentation in this proposal and I have not withheld information in my statements and answers to questions. I hereby authorize the City of Austin to investigate and verify any representations made by me, either orally or in writing. I hereby release the City, and any individual who provides or obtains information pursuant to this authorization, from any and all liability for damages of any kind which may result to me on account of compliance, or attempts to comply, with this authorization. I am also aware that my proposal is subject to the Texas open records law and may be released as a public document. I also understand that this proposal is the property of the City of Austin.

Check here if you have lived outside the State of Texas within the last 10 years.

Signature of Contractor: Mary Smith

Date: 00/00/2014

Three ways to return this completed form:

Fax - 512-978-7508

Email: Lonnie.lyman@austintexas.gov

Direct Mail: Austin Parks & Recreation, Attn: Lonnie Lyman, 200 S Lamar, Austin, 78704

For more information—512-974-3921