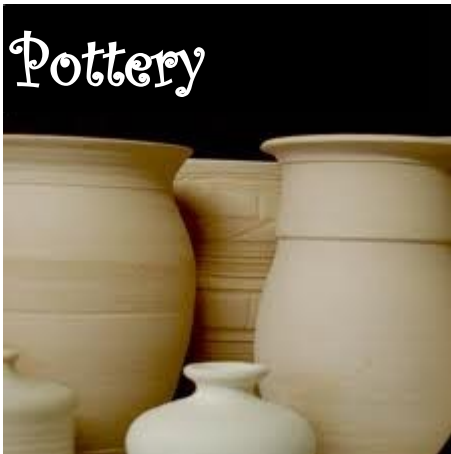


Independent Contract Instructor Handbook 2013 — 2014

Pottery



Art Classes



Jewelry Design



Yoga

Martial Arts



Bridge

Motion Fitness



Line Dancing

2209 Rosewood Avenue Austin, TX 78702 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 512-974-3921.



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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.

Mission

The purpose of the Parks and Recreation Department is to provide, protect, and preserve a park system that promotes quality recreational, cultural, and outdoor experiences for the Austin community.

Vision

We strive to provide programs and services that meet the needs of our constituents by providing a variety of programs. Independent contract instructors provide quality educational and recreation opportunities that allow individuals to enhance their overall sense of well being and improve their quality of life.

Goals

Increase participation in structured community recreation

Provide supportive social services

Enrich the community's artistic and cultural environment

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 Instructor Contracts work off of a 70/30 split (**70%** of gross earnings to the instructor and **30%** to the City of Austin). Fees for supplies or lab fees are separate contract fees and are not calculated in the **30%** payment to PARC. Contractor shall retain these fees. Contracts must be established and signed by all required Department staff prior to the start of contract services.

- 1 The process begins by submitting a Class Proposal (found on page 8) 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 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.
- 4 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.
- 5 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.
- 6 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) **
- ♦ Criminal Background Investigation (CBI or 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. Required insurance may include but is not limited to General Liability, Professional Liability insurance and/or Workers Compensation (If applicable).*

Timeline

Independent contract instructors should allow a minimum of one month from initial proposal to the proposed start of the classes for contract processing.

- | | |
|---|----------|
| ♦ <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. The Supervisor will provide current market information to help guide you in your decision of pricing. Contract instructors receive 70% of the class fees. The remaining 30% payment is due to the City of Austin and paid directly to the recreation facility. The negotiated per student rate will be indicated on your contract and is based on what fee you, as the independent contract instructor, require from each participant. A price range is suggested in order to be flexible for the market.

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 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. This payment should reflect 30% of participant fees collected. 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 City 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.

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 for 2012-2013

Name		Business Name (dba)
Address		City, Zip
Main Phone		Cell
Email		Website

CURRENT LICENSES, CERTIFICATIONS OR REGISTRATIONS**Date Received**

(Please attach current copy)

1.	
2.	

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

References:

Name

Phone Number

Relation to Instructor

Class Title: _____ **Site Preference:** _____**Program Description** (Be Specific) - Give a brief description of your class/program. Add attachments as necessary (class flyers)

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

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

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

Class Day: Monday __ Tuesday __ Wednesday __ Thursday __ Friday __ Saturday __ Sunday __

Hours Per Class: _____ Preferred Class Time _____

Minimum Students? _____ Maximum Students? _____ Age Range? _____

Price Range Per Session: _____ (Example: \$5—\$20; Allow for growth/demographics)

If session—How many classes and weeks? _____

Drop-in Price (If applicable) _____

Any additional outside cost for students? No ____ 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: _____

Date: _____

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