



# City of Lincoln

## Contract Instructor Proposal Packet

Submit packet to: [recreation@lincolnca.gov](mailto:recreation@lincolnca.gov)

### ***Introduction***

The City of Lincoln Recreation Department welcomes people with time and talent to become Contract Instructors. Potential instructors are encouraged to complete and return the enclosed "Contract Instructor Information" form and "Class Proposal" form.

### ***Staff Liaisons***

The City's recreation staff is assigned to the coordination of the contract class program and publication of the seasonal recreation guide. Please contact staff listed below to answer and questions about new or returning classes:

Alyse Pichly, Office Assistant II (916) 434-3225, [alyse.pichly@lincolnca.gov](mailto:alyse.pichly@lincolnca.gov)

### ***American with Disabilities (ADA)***

Under the Americans with Disability Act (ADA), 1990, agencies and their instructors are required to accommodate individuals with special needs. The City of Lincoln complies with the ADA, and that affects each instructor. Please consult the Recreation Supervisor or his/her designee should any student require special assistance, as the City is required to handle these special needs.

### ***Photographs***

All enrolled participants are required to sign a City of Lincoln waiver form, which authorizes the City to take and use photos of participants/instructors for publicity purposes. For press related photos, Recreation staff should be contacted prior to the press attending activity and taking photos. Staff will attempt to notify the instructor prior to the class. Instructors will be asked to have photographer show press identification badge prior to taking photos. If the participant in the class is a minor, instructors should inform the parents that the photographer will be taking photos of the class.

### ***Independent Contract Instructor***

Independent contractors are NOT employees of the City of Lincoln, but are still held to high expectations. An independent contractor creates their own class curriculum provides their own supplies, staffs their activity, and set their own hours and class fees. The City is not required to pay, or make any contributions to any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor. Independent contractors are responsible for paying, and complying with reporting requirements for all local, state and federal taxes related to payments made to the Contractor. Independent contractors offer a general service to the public and are required to abide by the terms of their contract/agreement.

### ***Customer Service Standards***

The City of Lincoln expects all contractors to provide excellent customer service to each of its customers. To present a quality, well-organized program, instructors are expected to arrive at least 15 minutes prior to your scheduled starting time to allow ample time for class set-up and preparation. Classes must start on time and instructors must teach for the duration of the advertised class time.

### ***City Holidays***

Observed City holidays are listed below. City offices will be closed on the following days: Instructors should avoid these dates when scheduling classes:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Fourth of July
- Labor Day
- Veteran's Day
- Thanksgiving Day and day after Thanksgiving
- December 25-31

### ***Class Sessions***

Class sessions are offered on a seasonal basis: Winter/Spring, Spring/Summer, Fall/Winter. All classes are publicized in the City of Lincoln Recreation Guide, which is available online as well as at City offices. The number of weeks and length of time of the class depends on the content and the time it will take to convey the necessary information to the student. Most programs are offered in 4 weeks & 6-week increments. For certain classes 8-week increments are needed.

### ***New Class Proposals***

If you are proposing a new class, please complete a "Contract Instructor Information Form" and "Class Proposal Form." Submitting a proposal does not guarantee your class will be accepted.

Staff will contact you on the status of your proposal.

### ***Instructor Communications***

When communicating with coordinator regarding class information please communicate via email first so that there will be a record of communication. Please respond to questions within 24-72 as coordinators have deadlines for class and guide input. Missing deadlines may cause class cancellation.

### ***Course Titles and Descriptions***

When submitting proposals, please keep in mind the title of your class and course description are important elements in determining the marketing success of your class. Having a creative title is important because it is what the reader sees that draws them in. The course description phrases like, "This class is designed for..." or "This class will help..." are not as engaging as focusing on the benefits and results of the class by using motivational text and action words like explore, discover, experience, prepare, which work most effectively.

The body of the course description should include benefits of participating and details about the course and instructor's expertise and experience. Putting this information within the course description can increase response; this can be especially important for youth programs, to reassure parents that they are making the best choices for their kids. Please remember that the best length for course descriptions is between 45 and 100 words. Please note; descriptions may need staff edits.

### ***Class Date/Time***

It is very important that the class dates and times advertised in the Recreation Guide are followed. Instructors requesting a change of dates or times must be submitted to City staff immediately. Please keep in mind that participants have paid for an expected service timeframe that has been advertised.

### ***Class Locations***

Classes can be held at City recreation facilities or at private studios. If a prospective instructor/contractor is proposing to hold a class at their business or other non-City facility, then the class site must meet ADA requirements. The City staff may also inspect such facilities for compliance, as well as an examination of other factors to determine facility suitability, including location, parking, and safety issues. It is at the staff's discretion to deem off-site City facilities as acceptable places to hold contract classes.

### ***Room Set Up***

Instructors are responsible for the set up and clean up any facility that is use for classes. Please arrive early enough to allow adequate time for set up. (At least 15 minutes) After class has ended, please return the room to the way you found it, pick up all refuse and any items left behind by participants. Report any needed maintenance or repairs to the Recreation Department. The City of Lincoln is not responsible for any items left in a room by participants or instructors.

### ***Keys***

Instructors may be issued a key to a Lincoln facility in which their class(es) are offered. If that is the case, a key will need to be picked up from the Recreation Department, 2010 First Street, prior to the start of the class. At the conclusion of the class or session, instructors will need to return the keys to the Recreation Department. If a key is checked out to the instructor, he/she will only have access to the facility during the specific program times, which includes set-up and clean up.

### ***Instructor Contract***

Teaching classes for the City of Lincoln requires all instructors to complete and submit a City of Lincoln Recreation Department Instructor Contract. Contracts are completed annually. All contracts must be signed and approved at least 7 business days prior to a class start date or classes are subject to cancellation.

### **Background Check**

All instructors must have a Background check completed. Until there is clearance, no instructor, contractor, or staff will be allowed to work.

City of Lincoln uses Five Star Fingerprinting. You must have the live scan paperwork that the City of Lincoln will provide to take to Five Star.

Five Star Fingerprinting Phone: (916) 630-7827

Email - 5starfingerprinting@gmail.com

Address - 6721 Five Star Blvd, Suite B Rocklin, CA 95677

### **Insurance**

Proof of Insurance must be provided on a CERTIFICATE OF INSURANCE. This document must be signed (a stamped signature will suffice). The additional Insured Endorsement or section of the policy showing the City of Lincoln as an additional insured must accompany the CERTIFICATE OF INSURANCE.

Required Minimum Coverage

General Liability \$1,000,000 per occurrence \$2,000,000 aggregate

Liquor Liability (only when alcohol is provided) \$1,000,000 per occurrence \$2,000,000 per occurrence

Policy must be primary and non-contributory · Policy must contain waiver of subrogation · A 30-day notice of cancellation (10 day for non-payment) must be provided · the policies may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible. All Self-Insured Retentions must be listed on the certificate. A certificate of insurance listing the required coverage and naming the City of Lincoln as Certificate Holder is required.

The Certificate should be addressed to

City of Lincoln 600 Sixth Street Lincoln CA 95648

### **Business License**

You must have a valid City of Lincoln Business License to operate as contractor.

Contact (916) 434-2446 for information on how to apply.

### **Evaluations / Waivers**

Recreation staff may evaluate classes periodically and on a random basis. If we decide to evaluate your program The City of Lincoln will provide evaluations to the instructor these should be distributed to participants toward the end of a class session. After evaluations have been completed please return to City staff within 7 days of last class for review.

Evaluations may also be sent electronically via our registration system. COVID waivers will be required to be signed by participants and or parents on the first meeting of class. These must be returned to the City of Lincoln within 7 days for record retention once the session is complete.

### **Class Fees**

Class fees are established by the instructor and are submitted on the Class Proposal Form. The City will compensate the instructor a percentage of the class fee stated on the class proposal. Instructors will submit an invoice to the coordinator after the session has been complete. Instructors wishing to increase class fees must submit a request in writing, detailing the reason for the fee increase. These will be reviewed by City staff but will not be approved mid-session. (see Fees & Instructors Payments)

### **Supply/Material Fees**

Supply/material fees are fees that are charged to the participant in addition to the class fee by the instructor.

Supply/material fees are supplies that the instructor requires a participant to have in order to participate in the class. The fees are collected by the instructor for expendable supplies for students, i.e.: extra craft supplies, food supplies, uniform etc. Supply/material fees should not be collected for supplies that instructors need to teach the classes such as scissors, music, sports equipment, etc. On the Class Proposal Form, each instructor will need to specify if there is a supply/material fee and how much it is per participant. A list of materials will need to be submitted as well as copies of receipts for supplies. Material fees are paid to the instructor on the first day of class by participants.

### **Fee Structure**

Contract Instructor sets the class price. The City retains 35-40% of the class fee. Instructors receive 60-65% of the gross class fees. When establishing the class price, remember to include City fees. For example, if class cost is \$100 per participant, less City fees of 40%, instructor payout is \$60 per participant. The \$5 Non-resident fee is given to the City of Lincoln.

### ***Instructor Payment Schedule***

The City provides payment after receipt of services and an invoice has been turned into the coordinator. Advance payments are not possible. Instructors must have a W-9 form filed with the Finance Department before payment can be processed. The City will not be able to provide payment to instructors until the class has been completed for that session. Instructors can expect payment 2-4 weeks after the last class date. Instructors will receive a 1099 form at the end of January for the preceding year worked.

### ***Class Registration***

The City of Lincoln Recreation Department will be responsible for processing registration, collecting money, and making any necessary refunds. Registrations are processed on a first come, first serve basis. Registration dates are noted in the Recreation Guide. Non-residents will pay an additional fee of \$5.00 per class. The \$5 Non-resident fee is given to the City of Lincoln.

Under no circumstances is an instructor to accept payments (except for pre-approved supply fees) or allow a participant to “try” a class. Individuals who are not enrolled through the City of Lincoln may not participate in any class and must be listed on the roster or have an issued receipt paid in full prior to attending class.

### ***Registration Procedures***

The ways in which a prospective participant may register for classes offered by the City of Lincoln:

1. Online registration at [www.LincolnRec.net](http://www.LincolnRec.net)
2. Walk-in registrations are accepted at the Community Center, 2010 First Street. Limited hours may walk in hours may be affected by COVID regulations.

### ***Refunds***

The refund policy is described below:

#### **Community Classes/Camps/Aquatics**

- The City of Lincoln reserves the right to cancel, combine or divide classes; change time, date or place of classes; instructor; or make other changes necessary.
- Failure to attend a class or “no shows” will not be granted a refund. Refunds are only eligible if received a minimum of 7 days prior to the first class, unless otherwise noted. If a request is turned in less than 7 days a refund will be determined on a case-by-case basis.
- Please email refund requests to [alyse.pichly@lincolnca.gov](mailto:alyse.pichly@lincolnca.gov)
- If the City of Lincoln Recreation Department cancels a program due to low enrollment, a full refund will be issued.
- The online “convenience fee” cannot be refunded.

### ***Rosters & Attendance Sheets***

Instructors must download their own roster from our online registration system. Instructions are given to each individual instructor to access the system. Please see the “How to Log into CivicRec” sheet. Instructors are encouraged to take attendance on an Attendance Sheet, which is useful for large classes and to verify attendance for participants requesting a refund. The City must retain this information. Individuals who are not enrolled through the City of Lincoln may not participate.

### ***Class Cancellation Policy***

If your minimum class size is not met, it is the instructor’s decision whether or not to teach the class. Instructors who want to cancel a class must contact the Recreation Supervising Coordinator at least 24-48 hours before the first meeting of classes as staff must notify any participants of cancellation with enough notice.

### ***Waiting List***

If the maximum enrollment is met, waiting lists will be established and instructors will be notified. If instructor is not available to teach another class, the Recreation Department reserves the right to seek another instructor. Participants that are on the waiting list may be added to the class, if there is room available, and only on a priority basis. Staff will contact the participants in order on the waitlist to confirm they would like to be added to the current class or added to a new class.

### ***No Shows***

If a participant does not show up for the first class, please give the participant a call and send an email to remind them of the next class (if you have multiple classes) or to check in on missed class.

### ***Changes in Schedule***

It is very important that classes start and end at the time which is advertised. Starting classes late or ending the classes early can cause undue burden for the participants, parents, other instructors, and can also cause problems with facility scheduling. Any anticipated changes in the schedule must be reported immediately to City staff.

### ***Instructor Absence and Make-up Classes***

If the instructor will be tardy or absent from class, it is their responsibility to notify the Recreation Supervising Coordinator and the enrolled students. A makeup class must be scheduled at the end of the session or when agreed upon by staff. Excessive absences and/or tardiness may result in the City terminating the contractual agreement with the instructor. If classes are to be rescheduled, it is the instructor's responsibility to make arrangements with City staff and to notify students of the makeup class dates. If scheduling does not allow a class to be rescheduled, students will be refunded for that particular class.

### ***Recreation Guide***

The Recreation Guide is published three times a year and is available for viewing at [www.LincolnRec.net](http://www.LincolnRec.net). The Guide is usually available for pick up at any City facility. During COVID that may not be available and we may utilize a web-only version.

### ***Means of Advertisement***

The City will:

- Publish the Recreation Guide (Virtual Online guides available during COVID)
- Create marketing for new classes or other classes as it deems necessary
- Approve any advertisement or flyer, in advance, that is co-sponsored by the City (see Flyer approval)
- Update information in CivicRec (computer software registration system) and website
- Post on social media

What instructors can do:

- Print and distribute your own flyers, but written approval for any additional promotion materials and/or flyers not produced by the City must be approved by City Staff. Can post approved advertisements via Social Media.

### ***Safety Procedures***

As a contract instructor, you are expected to dress in an appropriate and safe manner for each class. Please wear shoes that are appropriate and safe for the class you are teaching. For example, soft-soled closed toe shoes for sporting activities.

For the safety of children involved in youth classes, instructors must see that children are released to their parents or another verified adult. Children should not be allowed to leave the classroom unattended during the class session. Please consider having a bathroom break as a group during the class period. Please advise parents that they will need to pick-up children at class. Instructors are not to leave until all children are picked up. Instructors should have a means of contact (mobile phone)

If a parent is extremely late in picking up his/her child from class, please try to contact all parties related to child. In addition, instructors should never drive students in their personal vehicles or should not bring pets or other individuals to class. Please also note that only those registered for the classes are the only ones allowed to participate in the class.

Instructors are to account for all participants who are 17 years or younger. In case of an emergency or natural disaster, instructor is to lead participants to the nearest exit. Instructors should be aware of emergency exits and the emergency exit plan for each facility where they are teaching. It is imperative that instructors have a current roster of participants at all times and will use this roster and/or their attendance sheets to account for each participant. Participants who are minors will only be released to their legal guardians; participants will be released to immediate family members or family friends only if permission is granted.

### ***COVID Procedures***

Please refer to California Department of Public Health website for COVID plans for your programs.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

***First Aid Procedures***

In case of a life-threatening emergency where participant is unconscious or needs immediate medical attentions, call 911. Be sure to provide dispatch with the following information: address, names of cross streets, gender and approximate age of injured and their symptoms. In all cases, City staff must be notified ASAP.

If the instructor or participant encounters a minor accident (small cuts, skinned knees, elbows), direct the injured person to the restroom to wash the wound area with soap and water. City Staff can supply first aid supplies to the injured person if the accident occurs at the Community Center during business hours. If the accident occurs at another facility, instructors are required to have their own first aid supplies. Please notify City Staff if an injury occurred and you will need to document it on an Accident/Incident Form ASAP and must be returned to the supervisors within 24 hours.

Only individuals certified in First Aid/CPR are permitted to give immediate first aid. Please have a copy of your CPR and first aid certificate sent to the Recreation Supervising Coordinator. At least 1 staff should be certified. CPR should only be delivered in life and death situations. Instructors are to use their best judgment and in best interest and safety of the participant.

Please keep this information with you to refer to if needed.

**City of Lincoln Recreation Department**

**2010 First Street Lincoln, CA 95648 [www.lincolnrec.net](http://www.lincolnrec.net) (916) 434-3220**



# City of Lincoln Class Proposal Form

Personal Information	
Name	
Street Address	
City, State, ZIP Code	
Day Phone	
Cell Phone	
E-Mail Address	

Please describe your educational background or experience as it relates to your proposed class:

Related Experience (paid or volunteer)	
Employer	
Title	
Duration of position	
Duties	
Supervisor Name & Title	
Day Phone	

Employer	
Title	
Duration of position	
Duties	
Supervisor Name & Title	
Day Phone	

References	
Name	
Day Phone	
Relationship to you	

### Agreement and Signature

I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate. I understand that this is simply a proposal to teach a class through the City of Lincoln Recreation Department, it is not a contract for employment nor a promise that I will be selected as a contract instructor.

Name (printed)

Signature:

Date:

### Class Information

Class Title			
Do you have your own location or will you be using a Lincoln Recreation location?	Check one:	Yes	No
Class Location			
Class Description Full class descriptions may be attached on separate sheet.			
Is this a NEW class?	Check one:	Yes	No

### Class Supplies

Please check all that applies to your class:

<input type="checkbox"/>	Supply/material fee is paid by participant to instructor at first class*
<input type="checkbox"/>	Supply/materials are provided by the instructor at no additional cost
<input type="checkbox"/>	Supply/materials are included in cost of program

\*Supply Fee: \$

\*Please list supplies/materials:

### # of Students

Minimum # of Students:	Maximum # of Students:
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Please complete the chart of your specific class proposals.

Course Number (office use only)	Location Request	Day(s)	Start Date	End Date	Time	Ages	# of Weeks	# of Meetings	Fee	Date(s) Class not held
Example	Civic Center	M/W	1/6	1/29	5-7pm	2-5	4	8	\$50	none

Submit completed information to:

[recreation@lincolnca.gov](mailto:recreation@lincolnca.gov) (916) 434-3220