



CITY OF SAN PABLO

City of New Directions

Independent Contract Instructor Handbook



San Pablo



2014

San Pablo Community Center
2450 Road 20, San Pablo, CA, 94806
www.SanPabloCA.gov/Recreation

E-mail: AndreaM@sanpabloca.gov

Phone: (510) 215-3091

Fax: (510) 215-3015

**Parks
Make
Life
Better!**

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Please return completed proposals to Andrea Mendez, Community Services Manager

WELCOME TO THE CITY OF SAN PABLO

The City of San Pablo is dedicated to providing life enjoyment and community strengthening services to promote and enhance the quality of life for San Pablo residents. One of the ways we work towards this goal is by offering a range of low-cost recreation classes and programs for ages 3 and up. These programs focus on anything from music to dance to sports and beyond. Please refer to our most recent Recreation Guide to see examples of the programs we offer.

If you are interested in becoming a Contract Instructor, please complete the following Contract Instructor Proposal and mail it or deliver it to:

Andrea Mendez
Community Services Manager
San Pablo Community Center
2450 Road 20
San Pablo, CA, 94806

Applications can also be faxed to (510) 215-3015 or e-mailed to AndreaM@sanpabloca.gov.



Please return completed proposals to Andrea Mendez, Community Services Manager

STEPS TO BECOME AN INDEPENDENT CONTRACT INSTRUCTOR

1. **Submit a Class Proposal**—Those who wish to become a Contract Instructor with the City of San Pablo must submit a Contract Instructor Proposal (see page 10-11). This application can be submitted at any time during the year although we recommend submitting applications 3 months before proposed start date of the program.

****Please Note**—Submittal of a Contract Instructor Application is not a guarantee that the course will be accepted**

2. **Provide All Contract Instructor Documents**

- a. **Contract for Services** - If your proposal is accepted, the Recreation Coordinator will draft two (2) contracts for you which you will need to review & sign. The two **original** copies (with your signature) must be sent back to the Recreation Coordinator.
- b. **Insurance Certificate** - Contract Instructors must provide proof of insurance in the amount of **\$1 million per occurrence (\$2 million general aggregate)**.
- c. **Additional Insured Certificate** - In addition to being insured, Contractors must also provide proof that the City is included under their policy.
- d. **W-9 Form** - Obtain from Recreation Coordinator and turn in with the first invoice.
- e. **Independent Contractor Handbook Acknowledgment Page** - After reviewing contract, sign and return page 9.



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STEPS TO BECOME AN INDEPENDENT CONTRACT INSTRUCTOR CON'T

- 3. Get Fingerprinted**—All contract instructors *and any potential assistant instructors and substitute instructors* are required to be fingerprinted with the City of San Pablo prior to teaching the class. Fingerprinting will be conducted by the San Pablo Police Department at 13880 San Pablo Avenue, San Pablo, CA, 94806 (across the street from San Pablo City Hall) at no cost to the contractor. To schedule an appointment, contact Andrea Mendez, Community Services Manager, at (510) 215-3091 or via email at AndreaM@sanpabloca.gov.
- 4. Promote Your Class**—It is the responsibility of the instructor to create and produce all advertisement material to promote their class (i.e. flyers, posters, banners, etc.). Templates will be provided to the instructor, but any costs incurred for printing are the responsibility of the instructor. **All advertisement materials must be approved by the City of San Pablo.**
- 5. Show Up and Have Fun!**



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ADDITIONAL CONSIDERATIONS

Setting Your Fees & Standard Revenue Split: Instructors are responsible for setting their own resident rate. A non-resident fee of \$5 will be added to the resident rate for customers not within the San Pablo city limits. A standard split of 60/40 will be applied to all contract instructors. Contract instructors will receive 60% of the resident rate per customer. The remaining 40% and the \$5 non-resident fee will be retained by the City of San Pablo to cover costs of maintenance and general operations. When setting rates, please keep in mind that we serve a low-income community and high-cost classes are unlikely to be successful/approved.

Classroom Expectations: Instructors are expected to arrive 15 minutes before the start of class to prepare the space and to greet participants/parents as they arrive. If you need to arrive more than 15 minutes before the start of class, please notify the Recreation Coordinator so that arrangements can be made to open the building earlier.

Requesting Changes to Schedule: If the instructor wishes to change the agreed upon time, dates, day, place, etc. of the class, s/he must give the Coordinator at least 3 months advance notice. In order for the changes to be published in the Recreation Guide, published 3x/year, changes must be submitted to the coordinator by the following dates:

For spring/summer guide (March-June) - changes due by December 1st

For summer/winter guide (July-October) - changes due by April 1st

For winter/spring guide (November-February) - changes due by August 1st



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ADDITIONAL CONSIDERATIONS CON'T

Payment: At the close of each session, the final roster will be provided to the instructor. The Recreation Coordinator will create an invoice for payment, unless otherwise requested by the Instructor. Payments take a maximum of 4 weeks to be processed from the date received.

Merchandise & Material Fees: If additional materials are required to participate in your class, we encourage you to find low-cost options for your participants to purchase. Instructors are allowed to sell merchandise to customers directly, but these transactions are done separately from the City and the instructors assumes all risk and responsibility of the items they sell.

Missed Classes: Instructors must give notice of a missed class a month before the session begins, except in cases of emergencies. Whenever an instructor misses a class, s/he must either offer a make-up class OR refund participants a prorated fee. Cancelled and/or rescheduled classes should account for no more than 10% of the total amount of classes in a session.

Refunds: Participants can withdraw from a class and get a full refund 10 business days prior to the first day of class. They may also receive a refund if they are extremely unsatisfied with the class or in other special cases. Instructors will not be paid for customers who are granted refunds.

Course Evaluation: Once a semester, instructors will be asked to distribute course evaluations. These evaluations will be collected by City Staff and will be given to the Recreation Coordinator for review. Please encourage your participants/parents to fill out these surveys as they help us to improve our services!!!



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ADDITIONAL CONSIDERATIONS CON'T

Facilities: Instructors can choose from different locations to hold their classes (subject to availability). Facility options are as follows:

1. San Pablo Community Center (SPCC)—2450 Road 20
 - a. Community Hall (Fitness Capacity: -50)
 - b. Fitness Room (Fitness Capacity: -25)
 - c. Activity Room 1 (Max Capacity: -20)
 - d. Activity Room 2 (Fitness Capacity: -20)
 - e. Computer Room (Max Capacity: -20)
 - f. Teen Lounge (Max Capacity: -20)
 - g. Media Room (Max Capacity: -10)
2. Maple Hall—13831 San Pablo Ave, Bld. 4 (Fitness Capacity: -75)
3. Madeira Room—13831 San Pablo Ave, Bld. 4 (upstairs) (Fitness Capacity: -20)
4. Davis Park Multi-Purpose Room—1667 Folsom Ave (Fitness Capacity: -40)
5. Davis Park Senior Center—1651 Folsom Ave (Fitness Capacity: -25)
6. Church Lane Senior Center—1943 Church Lane (Fitness Capacity: -70)
7. Wanlass Park—2999 21st Street (Fitness Capacity: -25)

To see any of the above facilities, please contact Joanna Pulido, Recreation Coordinator at JoannaP@sanpabloca.gov or (510) 215-3085.



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ADDITIONAL CONSIDERATIONS CON'T

City Holidays: Please note that classes will not be held on the following City Holidays.

January 1—New Year's Day

3rd Monday in January—Martin Luther King's Birthday

3rd Monday in February—Presidents' Day

Last Monday in May—Known as Memorial Day

July 4—Independence Day

1st Monday in September—Known as Labor Day

Second Monday in October—Known as Columbus Day

November 11—Known as Veterans' Day

4th Thursday in November—Known as Thanksgiving Day

4th Friday Day in November—Day after Thanksgiving Day

December 24 - January 1—City Hall Closed for Winter Holidays

MBE/WBE/SME: The City of San Pablo is actively recruiting for instructors that qualify as a Minority Business Entrepreneur, Women's Business Entrepreneur, or a Small Business Entrepreneur.

I, _____, certify that I have read through the Independent Contractor Handbook and agree to adhere to the standards set forth in the previous pages.

Date: Signature:



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CITY OF SAN PABLO RECREATION COURSE PROPOSAL

Please list your top four choices for facility in order of preference
(refer to page ? for list of available facilities)

- 1.
- 2.
- 3.
- 4.

Facility/Set-Up Requirements:

Please describe your background and experience as it related to the class(es) you are interested in teaching (or attach a resume):

Please provide 3 references

Name:	Phone Number or E-mail	Relationship

- I am a Minority Business Entrepreneur (MBE)
- I am a Woman Business Entrepreneur (WBE)
- I am a Small Business Entrepreneur (SME)



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CONTRACTOR CHECKLIST

CHECKLIST FOR INDEPENDENT CONTRACTED INSTRUCTORS:

The following information and forms are required for Independent Contracted Instructors prior to entering into an Independent Contracted Instructor Agreement with the City of San Pablo.

- Submit Contract Class/Instructor Proposal
- Sign Independent Contractor Handbook Acknowledgement Page
- Proof of Fingerprint Clearance with San Pablo PD
- Proof of General Liability Insurance Coverage naming the City of San Pablo as additionally insured
- Complete W-9 Form
- Sign and Return Two (2) Original Copies of Contract of Services

Contracted Instructor/Organization Name: _____

Date of proposal submitted for City review and consideration: _____

A copy of this checklist must accompany a draft copy of the Independent Contracted Instructor Agreement prior to consideration by the Parks & Recreation Director.

OFFICE USE ONLY

Proposal Submitted To: _____
City Staff Name

Date: _____

Recommend for Approval: YES NO

Reason for Not Recommending: _____

Reviewed By: _____

Date: _____

Parks & Recreation Director



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